



# **CONSOLIDATED ANNUAL ACTION PLAN for HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS:**

Community Development Block Grant Program - Small Cities  
HOME Investment Partnerships Program  
Emergency Shelter Grants Program  
Housing Opportunities for Persons with AIDS Program

**Fiscal Year 2004**



## **STATE OF LOUISIANA**

Kathleen Babineaux Blanco, Governor

Jerry Luke LeBlanc, Commissioner of Administration

The contents of this Consolidated Annual Action Plan follow the regulations and guidelines issued by the U.S. Department of Housing and Urban Development for the preparation of a Consolidated Annual Action Plan for Housing and Community Development Programs.

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## **INTRODUCTION**

As set forth in 24 CFR Part 91, the U. S. Department of Housing and Urban Development (HUD) requires state agencies which administer certain HUD programs to incorporate their planning and application requirements into one master plan called the Consolidated Plan. In Louisiana the four state agencies participating in this consolidated planning process and the HUD funded program administered by each agency include the Division of Administration/Office of Community Development (Small Cities Community Development Block Grant Program), the Louisiana Housing Finance Agency (HOME Investment Partnerships and American Dream Downpayment Initiative (ADDI) Programs), the Department of Social Services/Office of Community Services (Emergency Shelter Grants Program), and the Department of Health and Hospitals/HIV/AIDS Program (Housing Opportunities for Persons with AIDS Program).

The primary objective of the Louisiana Community Development Block Grant (LCDBG) Program is to provide assistance to units of general local government in non-entitlement areas for the development of viable communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. The HOME Program objectives are: to expand the supply of decent and affordable housing for low and very low income persons, to stabilize the existing deteriorating homeowner occupied and rental housing stock through rehabilitation, to provide financial and technical assistance to recipients/subrecipients (including the development of model programs for affordable low income housing), to extend and strengthen partnerships among all levels of government and the private sector (including for-profit and non-profit organizations) in the production and operation of affordable housing. The purpose of the ADDI Program is to assist low income families who are first time home buyers purchasing single family housing. The monies will be used to assist in the payment of up front costs (downpayment assistance including closing cost assistance) associated with the purchase of a principal residence. The purpose of the Emergency Shelter Grants (ESG) Program is to help local governments and community organizations to improve and expand shelter facilities serving homeless individuals and families, to meet the costs of operating homeless shelters, to provide essential services, and to perform homeless prevention activities. The purpose of the Housing Opportunities for Persons with AIDS (HOPWA) Program is to provide localities with the resources and incentives to devise and implement long term comprehensive strategies for meeting the housing needs of persons with acquired immuno-deficiency syndrome (AIDS) or related diseases and their families.

A Consolidated Plan was prepared in 2000 which outlined the State's overall housing and community development needs and a strategy for meeting those needs for federal fiscal years 2000 – 2004 and included a one year action plan for FY 2000 federal funds received for the four aforementioned HUD programs. An annual update or action plan for the distribution of funds must be prepared and publicized for each of the subsequent four program years.

Presented herein is the State's FY 2004 Consolidated Annual Action Plan which identifies the method of distribution of FY 2004 funds under the four HUD programs.



## **CITIZEN PARTICIPATION AND CONSULTATIONS**

### **CITIZEN PARTICIPATION**

The following steps were undertaken when developing the FY 2004 Consolidated Annual Action Plan.

The FY 2004 Consolidated Annual Action Plan was developed using an effective citizen participation process which is in compliance with the regulations set forth in 24 CFR Part 91.

The State held one public hearing for the purpose of obtaining views on community development and housing needs throughout the State. A public hearing was held on February 26, 2003, at 1:30 p.m. at the Claiborne Building in Baton Rouge.

A notice of the public hearing was published in the February 7, 2003, issue of *The Advocate*. A notice of the public hearing was also published in the February 20, 2003, issue of the *Louisiana Register*.

Written invitations to attend the public hearings were mailed to more than seven hundred persons, local governing bodies, public, private, and non-profit agencies, and other interested parties. The mailing list represented a compilation of the mailing lists utilized by the four state agencies administering the four programs involved in the consolidated planning process.

In addition to accepting comments at the public hearing, written comments could be submitted during the period of February 26, 2003, to March 10, 2003. A summary of the comments received and the response to each is provided in the section entitled "Comments Received."

Following the public hearing and receipt of comments on the housing and community development needs of the State, the proposed FY 2004 Consolidated Annual Action Plan was drafted.

A notice of the availability of the proposed plan was published in the April 20, 2003, issue of the *Louisiana Register* and was published in *The Advocate* on April 15, 2003. A memorandum announcing the availability of the proposed plan was also sent to the compiled mailing list utilized by the four state agencies participating in the consolidated planning process. Copies of the proposed plan could be reviewed in the offices of any of the four state agencies involved; a limited number of plans were available upon request from any of the four agencies.

The proposed plan was available for viewing and copying on the internet ([www.doa.state.la.us/cdbg/cdbg.htm](http://www.doa.state.la.us/cdbg/cdbg.htm)) beginning on April 21, 2003.

Written comments on the proposed plan could be submitted beginning April 21, 2003, and were accepted until May 21, 2003. No comments were submitted.

The FY 2004 Consolidated Annual Action Plan was amended in August of 2004 to include

\$1,191,664 in American Dream Downpayment Initiative (ADDI) funds. One public hearing was held on July 16, 2004, at the Louisiana Housing Finance Agency in Baton Rouge. A notice of the public hearing was published in the June 30, 2004, issue of *The Advocate*. Written invitations to attend the public hearing were mailed to those persons, local governing bodies, agencies, and other interested parties on the mailing lists utilized by the four state agencies participating in the consolidated planning process. In addition to accepting comments at the public hearing, written comments could be submitted during the period of July 16, 2004, to August 16, 2004. No comments were submitted.

## CONSULTATIONS

The Office of Community Development mailed a questionnaire in February of 2003 to those three hundred and forty local governing bodies eligible under the LCDBG Program. One hundred and twenty local governing bodies responded to that questionnaire. The results of that survey were used in the development of the program guidelines for the prioritization of activities and distribution of the FY 2004 and FY 2005 LCDBG funds. The ranking of the program categories resulting from that survey is presented in Table 1. Table 2 identifies the ranking of the various activities eligible under the public facilities program category. The results of the survey are further discussed on pages 21 and 22.

The Louisiana Housing Finance Agency (LHFA) routinely conducts and sponsors housing seminars, workshops, and monthly developers meetings on affordable housing initiatives which may be accessed by the general public, developers, lenders, non-profit organizations and local governmental units. Information received during these meetings is used in the development of the program guidelines for the prioritization of activities and distribution of the FY 2004 HOME funds and ADDI funds.

The Task Force of four state agencies responsible for development of the consolidated planning process includes the two principal social service agencies of state government – the Department of Social Services (DSS), which administers the State’s Emergency Shelter Grants Program (ESGP) through its Office of Community Services (OCS), and the Department of Health and Hospitals (DHH) which administers the Housing Opportunities for Persons with AIDS Program through its Office of Public Health.

Among the primary programs of DSS are the State’s public welfare programs - Temporary Assistance for Needy Families (TANF), Food Stamps, Family Independence Work Program, Child Care Assistance -- through its Office of Family Support; the State’s child welfare social service programs for families and children - Child Protection, Foster Care, Adoptions - through its Office of Community Services; and the State’s vocational rehabilitation programs - through Louisiana Rehabilitation Services.

Among the primary programs of DHH are the administration of the State’s programs and facilities for health care and treatment, including state institutions for the mentally ill and for the developmentally disabled, detoxification facilities, community based clinics and programs for

TABLE 1

RANKING OF LCDBG PROGRAM CATEGORIES  
February, 2003

ACTIVITY	PRIORITY*			WEIGHTED SCORE	RANK
	1	2	3		
Public Facilities	103	8	2	327	1
Economic Development	7	62	29	174	2
Housing Rehabilitation	8	36	40	136	3
Planning Studies	1	7	19	36	4
Social/Public Services	0	6	23	35	5

\*The numbers shown in these columns represent the number of local governing body votes, not assigned points.

Source: Survey of non-entitlement areas conducted by the Office of Community Development.

TABLE 2  
RANKING OF LCDBG PUBLIC FACILITY ACTIVITIES  
Rank According to Need  
February, 2003

TYPE OF INFRASTRUCTURE	Raw Score Percent and Ranking of Response Indicating Top Priority		
	WEIGHTED SCORE	PERCENT	RANK
Streets	150	23.3	1
Sewer Collection	123	19.1	2
Sewer Treatment	114	17.7	3
Water Quality	103	16.0	4
Water for Fire Protection	57	8.9	5
Community Centers	37	5.7	6
Parks	27	4.2	7
Bridges	17	2.6	8
Solid Waste	9	1.4	9
Gas	7	1.1	10
	644	100.0	

Source: Survey of non-entitlement areas conducted by the Office of Community Development.

persons with addictive disorders, mental health services, Medicaid eligibility, Public Health



programs, licensing of nursing homes, and many other DHH administered programs.

The DHH and DSS participate in consultative relationships with other public and private social service agencies throughout the State through contractual arrangements and collaborative associations on a vast array of social service activities, at the state, regional, and local level. In programming services for indigent and low income citizens of Louisiana, the lack of affordable housing, including supportive housing for persons with special needs, is generally recognized as a serious problem throughout the State. DHH and DSS agencies are represented on the Louisiana Interagency Action Council for the Homeless. The Council was originally created through Executive Order 91-6 issued by Governor Buddy Roemer on June 14, 1991. Governor Edwin Edwards' Executive Order 92-6, issued on February 13, 1992, reestablished the Council and reappointed the membership. The Council was again re-authorized by Governor M. J. "Mike" Foster, Jr. by Executive Order MJF 96-2 on February 7, 1996. Composition of the Council includes representatives of the following agencies and interests: Governor's Executive Office (1), Governor's Offices of Elderly Affairs (1), Veterans Affairs (1), Women's Services (1), Louisiana Housing Finance Agency (1), Department of Corrections: Office of Adult Services (1), Office of Youth Services (1), Department of Culture, Recreation & Tourism: Office of Cultural Development (1), Department of Education (1), Department of Labor (1), Department of Health & Hospitals (DHH) Bureau of Health Services Financing (1), DHH/Office of Alcohol & Drug Abuse (1), Office of Mental Health (1), Office/Citizens w/ Developmental Disabilities (1), Office of Public Health (1), Department of Social Services: Office of Community Services, Child Welfare Program (1), Grants Management Division (1), Office of Family Support (1), La. Rehabilitation Services (1), Member - La. House of Representatives, Member - La. Senate, Member - Drug Policy Board, 3 Members - Service Providers, 2 members - local government agencies, 2 members - local advocacy groups, Member - non-profit legal services agency, 4 members - at large.

The purpose of the Council is to assure the effective use of the State's resources and to make recommendations to enable state government to alleviate homelessness. The Council is believed to be the largest collaboration in state government ever to address a single issue. The Council seeks to ensure maximum input from all sectors of the community, and includes among the commissioned members a state senator, a state representative, municipal and private sector representatives, service providers, and advocates. Other persons who have experienced homelessness and representatives of regional coalitions and resource networks serve as consultants to the Council. Consultation was conducted through the Council in developing appropriate priorities for the Homeless Assistance strategy to be incorporated in the State's FY 2000 - 2004 Consolidated Plan as well as the following recommendations for improving the delivery of services and assistance for homeless persons in Louisiana:

1. That community based consortia, such as "continuum of care" collaboratives, be the model for systems integration of residential housing, treatment and supportive service components to address effective and comprehensive programming of public and private resources for serving the destitute, homeless, and persons with multiple special needs.
2. That state agencies in developing models for treatment of co-occurring disorders, include persons with HIV and those with less severe or moderate mental illness and adopt a holistic approach to consider all symptoms and conditions as primary and include preventative

treatment for persons at risk or in the early stages of a disorder.

3. That local private and public agencies work to improve networking on training opportunities and consider the use of stipends for the residential costs of persons otherwise unable to obtain their own housing to participate in and complete job training programs.
4. That homeless prevention be included as an element of program planning for vulnerable families and individuals and that consideration be given to successful models and strategies from other states on appropriate services and assistance to help prevent individuals and families from becoming homeless.
5. That greater emphasis be given to the provision of living skills training for at risk youth and adults, particularly those participating in transitional housing programs.

The ESG Program Manager within the Department of Social Services has served as the State Contact Person for Homeless Issues functioning as a single point of contact and State liaison for communications with federal, state and local entities on matters relating to the State's homeless people and at risk persons and families. This official disseminates and facilitates the flow of available information on homelessness in Louisiana and homeless assistance resources. The State Contact is an advocate for development of resources and collaborative systems to address the unmet needs of homeless people in the State. The Contact Person also is responsible to provide appropriate public information to enhance knowledge on homelessness and homeless resource subjects. The State ESGP administrative agency has responsibility to maintain the State's inventory of facilities and services to assist homeless persons and produces reports and resource directories for public distribution.

The main forum of consultation on homeless assistance activities in the State of Louisiana has occurred in the context of Continuum of Care planning at the local or regional level. This process is facilitated through the efforts of regional continuum of care collaboratives and coalitions involving the participation of key social service providers, including many private nonprofit organizations, in the State's regions. This collaborative process and the results of consultation on development of the Continuum of Care are described in the 2000 Annual Report on Homelessness by the Louisiana Interagency Action Council for the Homeless.



## **RESOURCES**

### **FEDERAL RESOURCES**

The FY 2004 funding allocations for each program will be: Small Cities Community Development Block Grant (CDBG) Program - \$34,132,354, HOME Investment Partnerships Program - \$16,440,005 with American Dream Downpayment Initiative (ADDI) funds of \$1,191,664 ( \$547,242 in FY 2003 funds and \$644,422 in FY 2004 funds), Emergency Shelter Grants (ESG) Program - \$1,520,167, and Housing Opportunities for Persons with AIDS (HOPWA) Program - \$940,000. A description follows of these funds and other federal funding sources that are expected to be available to address the State's priority needs and specific objectives identified in this document. In summary, the primary needs of the State which are addressed by these four programs are infrastructure, economic development, and housing. The majority of the CDBG funds address infrastructure needs; however, CDBG funds are also allocated to address housing, economic development and other community development needs. The primary focus of the other three programs is in the area of housing.

#### Infrastructure

The State will receive approximately \$34 million (subject to federal allocation) for use under the FY 2004 Louisiana Community Development Block Grant (LCDBG) Program. As was previously stated and as illustrated in Figure 3 on page 73, the majority of these funds (approximately \$27 million including the Demonstrated Needs and LaSTEP set asides) will be used to address the infrastructure needs of the non-metropolitan areas of the State.

Other federal resources for infrastructure are somewhat limited. The United States Department of Agriculture Rural Development provides a source of funding through two Rural Utilities Services (RUS) programs.

The Rural Utilities Service (RUS) helps rural utilities expand and keep their technology up-to-date and establish new and vital services, such as distance learning and telemedicine. The Fiscal Year 2003 funding allocation for RUS programs in Louisiana was \$30,016,000. In Louisiana, RUS also administers Community Programs. The Fiscal Year 2003 funding allocation for Community Programs in Louisiana was \$8,723,000. Refer to <http://www.usda.gov/rus>

Funding opportunities available through RUS include:

- Water and Environmental Programs (WEP) provide loans, grants, and loan guarantees for drinking water, sanitary sewer, solid waste, and storm drainage facilities in rural areas and cities and towns of 10,000 or less. Public bodies, non-profit organizations, and recognized Indian tribes may qualify for assistance. WEP also makes grants to nonprofit organizations to provide technical assistance and training to assist rural communities with their water, wastewater, and solid waste problems. Refer to <http://www.usda.gov/rus/water/index.htm>

- Community Programs administers programs designed to develop essential community facilities for public use in rural areas. These facilities include schools, libraries, childcare, hospitals, medical clinics, assisted living facilities, fire and rescue stations, police stations, community centers, public buildings, and transportation. Community Programs utilizes three flexible financial tools to achieve this goal: the Community Facilities Guaranteed Loan Program, the Community Facilities Direct Loan Program, and the Community Facilities Grant Program. Refer to <http://www.rurdev.usda.gov/rhs/cf/cp.htm>

### Economic Development

Another need of the State is in the area of economic development. As can be determined from Figure 3 on page 73, approximately \$3.5 million of the FY 2004 LCDBG funds will be allocated to address this need; those monies will be used to provide grants for infrastructure improvements associated with economic development projects. It is estimated that approximately \$1 million in the Economic Development Revolving Loan Fund may be used to supplement funding for economic development projects by providing loans to local governing bodies for the benefit of private companies who will be responsible for creating jobs and repaying the loan. (The Economic Development Revolving Loan Fund consists of program income received by the State from the payback of previously funded LCDBG economic development loans and rental payments from other economic development projects.)

The USDA Rural Development Rural Business-Cooperative Service (RBS) strives to enhance the quality of life for all rural Americans by providing leadership in building competitive businesses and cooperatives. Funds available through these programs are usually leveraged with the resources of commercial, cooperative, or other private lenders. The Fiscal Year 2003 funding allocation for RBS programs in Louisiana was \$23,181,000. Refer to <http://www.rurdev.usda.gov/rbs>

The following three RBS Business Programs are designed to meet business credit needs in under-served areas:

- The Business and Industry (B&I) Guarantee Loan Program helps create jobs and stimulates rural economies by providing financial backing for rural businesses. This program guarantees up to 90 percent of a loan made by a commercial lender. Loan proceeds may be used for working capital, machinery and equipment, buildings and real estate, and certain types of debt refinancing. The primary purpose is to create and maintain employment and improve the economic climate in rural communities. This is achieved by expanding the lending capability of private lenders in rural areas, helping them make and service quality loans that provide lasting community benefits. This program represents a true private-public partnership. Refer to <http://www.rurdev.usda.gov/rbs/busp/bpdir.htm>
- Rural Business Enterprise Grants (RBEG) help public bodies, nonprofit corporations, and federally recognized Indian tribal groups finance and facilitate development of small and

emerging private business enterprises located in rural areas (this includes all areas other than cities of more than 50,000 people and their immediately adjacent urban areas). Grant funds can pay for the acquisition and development of land and the construction of buildings, plants, equipment, access streets and roads, parking areas, utility and service extensions, refinancing, and fees for professional services. Grant funds can also pay for technical assistance and related training, startup costs and working capital, financial assistance to a third party, production of television programs targeted for rural residents, and for rural distance learning networks. Refer to <http://www.rurdev.usda.gov/rbs/busp/rbeg.htm>

- Rural Economic Development Loans and Grants (REDL/REDG) help promote rural economic development and/or job creation projects. These loans and grants are available for qualified borrowers who are using funds to create jobs in rural areas. Low cost funds can be used to construct facilities, financing operation, inventory, or working capital. The program will fund 80 percent of any one project or \$450,000, whichever is less. Refer to <http://www.rurdev.usda.gov/rbs/busp/redl.htm>

A summary of other federal resources available to assist in the area of economic development follows.

The Small Business Administration under the Department of Commerce administers the SBA 504 Program which is available for qualified small businesses seeking fixed asset financing. This program provides, in partnership with a financial institution, low cost fixed financing in an amount not to exceed \$1,300,000. For further information refer to <http://sba.gov/financing/frcdc>.

The Economic Development Administration (EDA) has the Public Works and Development Facilities Program; the purpose of that program is to assist communities with the funding of public works and development facilities that contribute to the creation or retention of primarily private sector jobs and alleviation of unemployment and underemployment. Such assistance is designed to help communities achieve lasting improvement by stabilizing and diversifying local economies and by improving local living conditions and the economic development of the area. Alleviation of unemployment and underemployment among residents of the target area is a primary focus of this project. The estimated federal allocation for FY 2004 for the five state region which includes Louisiana is expected to be \$45,000,000. There are no minimum or maximum grant amounts; most grants fall in the range of \$900,000 - \$1,000,000. Applications can be submitted by a community or non-profit group with awards based on need.

The mission of the Rural Business - Cooperative Service of the United States Department of Agriculture Rural Development is to enhance the quality of life for all rural Americans by providing leadership in building competitive businesses and cooperatives that can prosper in the global marketplace. To meet business credit needs in underserved areas, the following three programs are usually leveraged with the resources of commercial, cooperative, or other private section lenders.

The Business and Industry (B&I) Guarantee Loan Program helps create jobs and stimulates rural economies by providing financial backing for rural businesses. This program guarantees up to

90 percent of a loan made by a commercial lender. Loan proceeds may be used for working capital, machinery and equipment, buildings and real estate and certain types of debt refinancing. The primary purpose is to create and maintain employment and improve the economic climate in rural communities. This is achieved by expanding the lending capability of private lenders in rural areas, helping them make and service quality loans that provide lasting community benefits. This program represents a true private-public partnership.

Rural Business Enterprise Grants help public bodies, nonprofit corporations, and federally recognized Indian tribal groups finance and facilitate development of small and emerging private business enterprises located in rural areas (this includes all areas other than cities of more than 50,000 people and their immediately adjacent urban or urbanizing areas). Grant funds can pay for the acquisition and development of land and the construction of buildings, plants, equipment, access streets and roads, parking areas, utility and service extensions, refinancing, and fees for professional services. Grant funds can also pay for technical assistance and related training, startup costs and working capital, financial assistance to a third party, production of television programs targeted for rural residents, and for rural distance learning networks.

The Rural Electrification Administration has the Rural Economic Development Loan and Grant Program which promotes rural economic development and/or job creation projects. That program is available for qualified borrowers that are using funds to create jobs in rural areas. Low cost funds can be used to construct facilities, financing operation, inventory, or working capital. The program will fund eighty percent of any one project or \$450,000, whichever is less.

### Housing

The State will allocate \$2,450,000 in FY 2004 LCDBG funds to address housing needs.

The HOME allocation of \$16,440,005 and ADDI funds of \$1,191,664 will be used during the FY 2004 program year to address the State's housing priorities. The Low Income Housing Tax Credit and Mortgage Revenue Bond Programs will also provide resources for acquisition, housing rehabilitation, reconstruction, and/or new construction activities.

The State of Louisiana's FY 2004 ESG allocation will be \$1,520,167. Of this allocation, after deducting the State's administrative share of \$39,904, the remaining amount of \$1,480,263 shall be distributed through grant awards to applicant units of general local government for use in eligible program activities.

Under HUD's 2001 national SuperNOFA competition for Continuum of Care - Homeless Assistance funding, nine localities in Louisiana received grant awards totaling \$17,442,206 to support fifty-six projects within the following regional continuum of care collaborative systems: Acadiana (Region IV), Southwestern Louisiana (Region V), Northwest Louisiana (Region VII), Orleans/Jefferson Parishes (Regions I and X), Capitol Area Alliance – Baton Rouge (Region II), Northeast Louisiana (Region VIII), Northlake Coalition (Region IX), Central Louisiana (Region VI) and Lafourche/Terrebonne/Assumption (Region III).

Under HUD's 2002 national SuperNOFA competition for Continuum of Care - Homeless Assistance funding, nine localities in Louisiana received grant awards totaling \$14,301,909 to support fifty-nine projects within the following regional continuum of care collaborative systems: Acadiana (Region IV), Southwestern Louisiana (Region V), Northwest Louisiana (Region VII), Orleans/Jefferson Parishes (Regions I and X), Capitol Area Alliance – Baton Rouge (Region II), Northeast Louisiana (Region VIII), Northlake Coalition (Region IX), Central Louisiana (Region VI) and Lafourche/Terrebonne/Assumption (Region III). Funds available through the HUD Continuum of Care SuperNOFA are awarded under any of three programs for use in creating community systems for combating homelessness. The HUD SuperNOFA federal funds granted to Louisiana recipients during recent years are generally being used for projects implemented over a multi-year time period.

Other federal sources for homeless assistance activities are the Federal Emergency Management Agency (FEMA) Emergency Food and Shelter Program, the U.S. Department of Education (ED) Homeless Children and Youth Education Grant, the U.S. Department of Health and Human Services (HHS) Runaway and Homeless Youth Program, and the HHS Program for Projects for Assistance in Transition from Homelessness (PATH) for services to homeless persons with chronic mental illness.

In order to be eligible for a HOPWA entitlement grant, the State must have more than 1,500 cumulative cases of people living with AIDS in the areas of the State that are outside of the eligible metropolitan statistical areas (EMSAs) and have an approved Consolidated Plan. According to the Office of Public Health HIV/AIDS Program Surveillance Report for December 31, 2002, there were 14,589 cumulative cases of AIDS and 22,710 cumulative HIV cases that have been reported and documented in Louisiana. (See Appendix 4.) The State of Louisiana cumulative AIDS cases excluding the eight parishes of the New Orleans EMSA and the Baton Rouge EMSA total 4,751 of which 2,329 are currently living. The Office of Public Health has been providing surveillance of AIDS cases since 1981. The State has also had an approved Consolidated Plan for all HUD funded programs since 1995.

The Louisiana Department of Health and Hospitals (DHH), Office of Public Health (OPH), HIV/AIDS Program (HAP) is applying for the \$997,000 formula allocation for FY 2004 HOPWA funds and will serve as the recipient of all non-competitive HOPWA funds for the State of Louisiana (this includes the remaining fifty-two parishes outside the New Orleans EMSA and the Baton Rouge EMSA). The HIV/AIDS Program will allocate the FY 2004 HOPWA funds to seven of the nine Department of Health and Hospitals Public Health Regions as well as the four parishes in Region II that are not covered under the auspices of the Baton Rouge EMSA. Funding for the FY 2004 HOPWA Program will be made available through a competitive Solicitation of Proposals process. This competitive application is released annually in conjunction with the statewide Solicitation of Proposals from eligible agencies to provide services to low income HIV-infected individuals through Ryan White CARE Act Title II funds.

In addition to the State's HOPWA entitlement funds, other federal resources available for the support of HOPWA related activities include federal funding from the Ryan White CARE Act (Title I, II, III, IV, and Part F) administered by the HIV/AIDS Bureau (HAB) of the Health Resources and Services Administration (HRSA); HUD Section 811 Programs; the HUD Shelter Plus Care Program



(national competition); and the Title XIX Medicaid Program for nursing home care.

The Rural Housing Service (RHS) helps rural residents obtain affordable, quality housing through the Multi-Family Housing Program and Single Family Housing Program. RHS provides funding for single family homes, apartments for low-income families--including the elderly, housing for farm laborers, and much more. Refer to <http://www.rurdev.usda.gov/rhs>

The Single-Family Housing Program provides homeownership opportunities to low- and moderate-income rural Americans through several loan, grant, and guarantee programs. The program also makes funding available to individuals to finance vital improvements necessary to make their homes decent, safe, and sanitary. The Fiscal Year 2003 funding allocation for the Single Family Housing Program in Louisiana was \$73,867,000. Refer to [http://www.rurdev.usda.gov/rhs/Individual/ind\\_splash.htm](http://www.rurdev.usda.gov/rhs/Individual/ind_splash.htm)

The Multi-Family Program offers loans to eligible individuals, partnerships, and non-profit organizations to construct multi-family housing facilities. The Multi-Family Program also offers loans for renovation of existing multi-family Rural Development portfolio facilities. Refer to [http://www.rurdev.usda.gov/rhs/Developer/dev\\_splash.htm](http://www.rurdev.usda.gov/rhs/Developer/dev_splash.htm)

## **OTHER RESOURCES**

During the FY 2004 program year, resources from private and non-federal public sources will also be available to assist in addressing the State's infrastructure, economic development, and housing priorities and objectives. A description of these other resources is included herein.

### Infrastructure

The Governor's Office of Rural Development administers the Rural Development Fund which is used to fund public works projects to stimulate economic growth in eligible communities and parishes. Approximately \$7 million will be awarded during the State's fiscal year ending June 30, 2004.

The Louisiana Department of Environmental Quality administers the Municipal Facilities Revolving Loan Fund which provides financial assistance (below market rate loans) for the construction of projects to enhance and improve water quality in Louisiana. All of the revolving loans made to date have financial municipal wastewater treatment projects, although federal law requires consideration of other type of water quality projects if they address significant water quality problems and a willing and capable borrower exists. Louisiana's Drinking Water Revolving Loan Fund is implemented by the Department of Health and Hospitals, Office of Public Health, and the Department of Environmental Quality. The purpose of this fund is to provide financial assistance for the construction or upgrade of eligible public drinking water systems through loans or other forms of financial assistance. Approximately \$25 million will be available through these two revolving loan funds.

Approximately \$100 million will be available for infrastructure improvements through the

Louisiana State Capital Outlay Program.

Other State funded infrastructure programs include the Flood Control Program, the Transportation Enhancement Program, the Off-System Bridge Replacement Program, and the Parish Transportation Funds; these programs are administered by the Louisiana Department of Transportation and Development.

It is also anticipated that several of the public facilities projects funded under the FY 2004 LCDBG Program will involve the injection of local funds. In the past, local funds have been utilized for actual construction costs and the payment of engineering and administrative consulting services associated with program implementation.

### Economic Development

Under the LCDBG Program, a firm financial commitment for the private sector is required for the funding of an economic development project. For a loan or a grant, the private funds/public funds ratio must not be less than 1:1 for manufacturing firms listed as such under the North America Industrial Classification System. A private to public ratio for non-manufacturing firms must have a ratio of 2.5:1. For a grant to the local governing body for infrastructure improvements and/or for the acquisition, construction, or rehabilitation of a building and improvements for economic development, the private funds/public funds ratio for grant funds equal to or less than \$500,000 must be 1:1 and for grant funds in excess of \$500,000 must be 2:1. Infrastructure grants for non-manufacturing firms will require a private LCDBG funds ratio of at least 2.5:1.

The Governor's Office of Rural Development also provides grants to local governing bodies for the furtherance of economic development.

The Louisiana Department of Economic Development through the Louisiana Economic Development Corporation (LEDC) stimulates the flow of private capital, long-term loans, and other financial assistance for the financing of the development, expansion, and retention of small business concerns in Louisiana, as a means of providing high levels of employment, income growth, and expanded economic opportunities, especially to disadvantaged persons within distressed and rural areas. The Louisiana Small Business Loan Program is available for eligible small businesses. Loan proceeds may be used for the purchase of fixed assets including buildings, machinery and equipment, inventory, working capital and with restrictions, debt restructure.

The Louisiana Department of Economic Development also administers two other programs for the furtherance of economic development that include state funds. The Economic Development Award Program (EDAP) finances publicly-owned infrastructures for industrial or business development projects that promote economic development and that require state assistance for basic infrastructure development. The Workforce Development and Training Program develops and provides customized workforce training programs to existing and prospective Louisiana businesses.

The Loan and Loan Guaranty Program is available under the Louisiana Department of Agriculture. This program is available for an entity engaged in the marketing, processing, and/or

further processing of Louisiana farm products. The program provides a loan or loan guaranty to a bank, not to exceed five years. The funds may be used to acquire, construct, furnish, equip, make necessary improvements or purchase any agricultural plant, operations capital, market development costs, and product inventories.

Other programs which include state funds are the Main Street Program which is administered by the Department of Culture, Recreation and Tourism and the Port Construction and Development Priority Program which is administered by the Department of Transportation and Development.

### Housing

In July of 1998 a new program (Home Energy Loan Program - HELP) was announced which would allow Louisiana residents to get low interest loans for the purpose of making their homes more energy efficient. This program will involve approximately \$14 million which will be available through the Louisiana Department of Natural Resources. The approximately \$14 million being set aside for the program is part of \$160 million the State received in 1983 from a federal settlement with oil producers who overcharged customers; the producers violated federal price and distribution controls imposed during an Arab oil embargo. The Department of Natural Resources (DNR) will work with banks or other lending institutions to provide financing at two percent interest for up to \$4,000 per loan for improvements to existing homes. The DNR financing arrangement would apply to only half of the total loan amount. Loans also are available for new home construction. There are no income criteria on either borrowing program. Program objectives are: (a) to encourage construction of highly energy efficient single family residences, (b) to allow energy efficiency upgrading of existing residences at the time of purchase or refinance, and (c) to provide incentives to homeowners to make energy efficiency improvements to their existing homes. By taking advantage of these low interest loans for energy efficient upgrades, the public will benefit through: 1. interest savings over the life of the improvement, 2. lowered utility bills, 3. increased resale value of their residences, and 4. decreased pollutant emissions.

The Louisiana Home Energy Rebate Option (HERO) offers an actual cash payment for Louisiana residents who build new homes to high levels of energy efficiency or make energy improvements to existing homes. HERO is a component of the Home Energy Loan Program (HELP) of the Louisiana Department of Natural Resources. The amount of the cash payment depends on the level of energy savings, called the energy efficiency premium. The cash payment is twenty percent of the energy efficiency premium up to a maximum of \$2,000. The energy efficiency premium is determined by a home energy rating that is required on all homes participating in the program. HERO is available to any Louisiana homebuilder, home buyer, or homeowner. For new homes, application for HERO should be made at the planning stages prior to beginning construction. For existing homes, application to HERO should be made before starting improvements.

A home energy rating compares the energy efficiency of one house to others, estimates future energy bills, and evaluates improvements that will save money. In Louisiana, the home energy rating system is administered by Energy Rated Homes of Louisiana (ERHL), a section of the Louisiana Department of Natural Resources. All ratings are performed by private sector raters trained and certified by ERHL; a rating generally costs between \$250 and \$350 depending on the

complexity of the home. Included in a rating is a detailed computer analysis and on-site inspection of the home. The on-site inspection includes testing the home for air infiltration and duct leakage using an instrument called a blower door. For individuals purchasing an existing home, a home energy rating can also be used to qualify for an energy efficient mortgage. With an energy efficient mortgage, home buyers can borrow the additional funds to make energy improvements at the time of purchase. The additional funds are included in the mortgage. The resultant reduction in energy costs is generally larger than the increase in mortgage payment. This means an average savings of \$300 to \$600 annually for homeowners.

Louisiana is among twenty states included in a new HUD program called “With Ownership, Wealth” (WOW). Nationwide the program is targeted to create one million black family homeowners by 2005. The program was scheduled to begin in May of 2001. Only 46.7 percent of black families own their homes, compared to 73 percent of white families, and 67 percent for the nation overall, according to HUD. Fannie Mae and Freddie Mac are participating along with banks, mortgage companies, and community groups. Banks and other lenders will offer a variety of mortgages with special terms that Fannie Mae and Freddie Mac have agreed to buy and several mortgage insurance companies will insure. The special terms include: down payments of as little as \$1,000 or two percent of a home’s value, mortgages and interest rates below the usual rates for borrowers with weak credit histories, a one time reduction in interest rates for borrowers who make their mortgage payments on time for twenty-four months, and money for down payments.

In June of 2001, mortgage lender Fannie Mae disclosed plans for a five-year, \$8 billion program to expand its affordable housing loans in Louisiana. The program is called “House Louisiana”. The program will reach 98,000 low and moderate, and middle income families in the State in the next five years, especially first-time home buyers.

HOME funds may be combined with other sources of funds to make housing more affordable for low-income households. Other resources that are made available from the Governor’s Office of Women’s Services and private non-profit organizations should leverage additional resources to support the integration of supportive services. The State will support funding applications by any other entity which will assist in the delivery of housing and housing support services.

The LHFA’s Affordable Rental HOME Program may be restructured to provide priority points to projects which complement neighborhood redevelopment efforts of local governmental units in the competitive allocation process. Moreover, in an effort to assure adequate resources in rural areas where there is a shortage of housing for special needs groups such as the homeless, elderly and handicapped, the LHFA may provide special bonus points in the competitive award of HOME funds to projects which set aside units for such special needs groups.

HOME funds provide the lesser of \$750,000 or a maximum of fifty percent of the total development costs for rental projects leveraging funding available from commercial lending institutions and proceeds realized from the syndication of Low Income Housing Tax Credits.

Single Family Mortgage Revenue Bond funds will be used in conjunction with HOME and ADDI resources to increase the home ownership opportunities for low income persons and families targeted for assistance. The program is designed to provide low interest loans to qualifying persons

and families to reduce their monthly payments to an affordable level. Some HOME Program funds will be made available by the State to assist qualifying low income persons and families with down payments and closing costs to complement the State mortgage revenue bond resources. The ADDI funds will be made accessible by the Agency to single parent households who do not qualify under the Agency current Home/MRB Program for downpayment assistance (including closing cost assistance).

LHFA will widely advertise the home buyer assistance made available through the HOME Program and other mortgage resource assistance provided by the State. For the ADDI funds, the Agency will fulfill the targeted outreach requirements by: a) the distribution of Program Announcements to the Local Public Housing Authorities and through the more than fifty Agency approved Community Action Agencies, b) the distribution of flyers in the Office of Family Services, c) direct mailings to residents of mobile home park establishments, d) announcements mailed to churches and universities, and e) Public Service Announcements. To ensure the suitability of families receiving ADDI assistance to undertake and maintain homeownership, the Agency will provide home counseling to prospective homebuyers. It is proposed that the Agency partner with its current CAP Agencies or HUD approved counseling Agencies to provide homebuyers counseling. Additionally, the Agency's Master Servicer is required to implement early intervention services.

HOME funds may also be made available on a competitive basis to local governmental units to provide grant funding for the rehabilitation of substandard housing owned and occupied by eligible low income households. When a developer of a proposed project intends to combine HOME funds with resources from other programs, additional requirements often must be addressed. The developer must comply with the income, rent, occupancy, and other eligibility requirements from all sources of financing.

The State will fulfill the ESGP requirement of a matching contribution equal to its ESG program funds by requiring recipients to secure matching funds in an amount at least equal to their ESGP grant amounts. With respect to the first \$100,000 of the State's ESG allocation which is exempt from matching funds requirements, the State DSS will pass on this benefit to the recipient local government(s), and/or subrecipient(s), which shall be determined by DSS to have the least capability to provide the required matching funds based on information submitted in grant applications or obtained from subsequent program evaluations. For those grant amounts which remain subject to matching funds requirements, the value of donated materials and buildings, voluntary activities and other in-kind contributions may be included with "hard cash" amounts in the calculation of matching funds. In certain rare situations, a local government grantee which is sponsoring a shelter project has complied with this requirement by providing the matching funds itself. The usual method, however, has been through provision by nonprofit project sponsors.

The State executes ESG agreements with local governments which generally subgrant funds to nonprofit organizations providing shelter and services to homeless people. Each grantee/subgrantee is required to provide matching contributions funds equal to the amount of ESG funds that are awarded. This requirement is stipulated in all ESGP grant agreements. Each ESGP application and/or project proposal must specify sources and amounts of matching funds. In previous grants, the matching funds provided by grantees and subgrantees have exceeded the amount

required by the grants.

From descriptions contained in FY 2003 ESG applications, common sources of matching funds provided by recipient agencies are: United Way allotments, private foundation grants, monies contributed by religious organizations and ministerial alliances, staff salaries paid from private sources, volunteered time valued at \$5/hour, donated food and clothing, donated building space made available for use as shelter facilities (fair market lease valuation), building materials and other in kind donations by individuals and businesses, donated furnishings, equipment items (donated or made available for use without charge), proceeds from charitable fundraising events, CSBG and CDBG funding, local government general funds, Louisiana Children's Trust Fund, and state general fund allotments and local marriage license fee monies dedicated for local family violence programs.

The State DSS will provide in-kind support in its administration of the Emergency Shelter Grants Program for those costs not met through the state's share of ESGP administrative monies, including costs incurred for program and financial management, contract monitoring, single audit reviews and follow up, coordination with other programs, program planning, state point of contact for homeless issues, maintaining a state database of facilities and services to assist homeless persons, and other program administrative functions and related coordinative activities.

#### *State Funding for Homeless Shelters Servicing Family Violence Victims*

Important sources of non-federal funding for homeless shelter programs in Louisiana are state appropriated (general fund) monies as well as a portion of marriage license fee revenues and civil court fees dedicated for family violence programs. For State Fiscal Year (SFY) 2004 (July, 2003 - June, 2004), the projected state general funds appropriation for family violence programs is approximately \$2 million of which eighty percent is used for emergency shelter expenses. Marriage license fee monies received by local family violence programs (SFY 2004 anticipated amount not known at this time) is also used for shelter costs. Additional local funds derived from special civil court fees levied in domestic proceedings will be used for family violence programs in the parishes of Caddo, Calcasieu, DeSoto, East Baton Rouge, Lafayette, Orleans, Sabine, Caldwell, East and West Carroll, Franklin, Jackson, St. Landry, Lincoln, Madison, Morehouse, St Bernard, Ouachita, Union, Richland and Tensas.

#### *Publicly Owned Property Used for Homeless Shelter Facilities*

Another type of non-federal resource benefitting homeless shelter projects is the in-kind value of publicly owned buildings made available without charge as shelter facilities, such as parish owned buildings in Terrebonne and Jefferson Parishes, a state owned building in Pineville, and city owned property in Kenner.

#### *Ad Valorem Tax Exemption for Leased Property Used to House Homeless Persons*

Effective 1990, the State Constitution was amended to provide that property leased to a

nonprofit corporation for use solely as housing for homeless persons, at a compensation rate not to exceed \$1 per year for a lease term of at least five years, shall be exempt from ad valorem taxes. It is believed that certain nonprofit agencies in Louisiana have been able to take advantage of this provision in providing housing for homeless persons.

Non-federal resources for residential and housing services for persons with HIV/AIDS include private AIDS residential facilities statewide, local hospital corporations affiliates, faith-based community organizations, United Way funding and local nonprofit agency resources, and private fundraising by AIDS advocacy coalitions and groups. Another possible source of AIDS assistance funding derives from major business sponsors and national philanthropies: AETNA, GAP, Prudential, the Equitable, the Rockefeller Foundation, etc.

## **ACTIVITIES**

The following information presents an overview of the State's proposed method for distributing FY 2004 funds under the four programs with corresponding information as to how the proposed distribution of funds will address the priority needs and objectives. More detailed information is provided in the section of this document entitled "Action Plan: One Year Use of Funds."

### **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

In an effort to both ensure that the State's goals and objectives are met and the LCDBG Program is responsive to the current needs of the local governing bodies, the Office of Community Development solicited comments and suggestions prior to designing its FY 2004 - FY 2005 programs. In addition to the public hearing process and acceptance of comments described in the "Citizen Participation" and "Comments Received" sections of this action plan, in February of 2003 the Office of Community Development mailed a questionnaire to the three hundred and forty local governments eligible under the LCDBG Program. The purpose of that survey was to determine what the local governing bodies perceived as being the top needs of their jurisdictions. The results of that survey pertaining to the identified needs by program category are presented in Table 1 on page 5 of this plan.

As a result of the survey of all non-entitlement local governments in the State, the top needs of the State in order of priority were public facilities (infrastructure) improvements, economic development, housing, planning studies, and social services. Those needs and their ranking were determined from the aforementioned survey of the local governing bodies which are eligible for funding under the Louisiana Community Development Block Grant (LCDBG) Program. The results of that survey and other comments received were used to determine the funding categories for the FY 2004 and FY 2005 LCDBG Programs. (Beginning with the FY 1986 program, the State adopted the use of a two year funding cycle for housing and public facilities applications. Therefore, a survey of this type is conducted every two years to assist in the determination of the current needs of the local governing bodies and to reassess the program priorities.)

The Office of Community Development designed its FY 2004 and FY 2005 LCDBG Programs in accordance with the local needs and comments identified in the survey, refer to Figure 3 on page 73 which is in the section entitled "Action Plan: One Year Use of Funds - Community Development Block Grant Program." As is illustrated in that figure, the majority of the State's LCDBG funds will be allocated to public facilities (including demonstrated needs and LaSTEP); funds will also be allocated for economic development and housing.

Due to the wide range of public facilities activities which are eligible for funding, a question was included on the survey which asked each local governing body its specific priorities. The resulting rankings are also identified in Table 2 on page 5 of this document. The ranking of the ten public facilities activities resulting from the February, 2003 survey remained the same as the rankings resulting from the March, 2001 survey. The top five public facilities activities cited in the February, 2003, survey were also the same as those cited in the March, 2001, survey; those activities



were streets, sewerage collection, sewer treatment, water quality, and water for fire protection. The gap between the fourth ranked activity (potable water) and the fifth ranked activity (water for fire protection) was considerably larger in the February, 2003, survey than it was in the March, 2001 survey. Streets and the four types of water and sewer projects remained the top five public facilities activities.

Community centers ranked sixth among the public facilities activity. The State, however, decided to double the set-aside for multi-purpose community centers for both FY 2004 and FY 2005 program years due to individual requests from local governing bodies.

The percentage distribution of funds among the top public facilities (subcategories) will be based upon the number/ percentage of applications received and the amount requested for each priority as established under the FY 2004 program. Half of the funds will be distributed based on the percentage of applications received in each subcategory and half on the basis of amount of funds requested in each subcategory. This allocation is also referenced in Figure 3 on page 73 of this document.

The selection and rating systems for the review of all of the LCDBG applications received were designed to insure that the national objectives and goals of the State will be met. A detailed description of the rating systems for each type of application is provided in the Community Development Block Grant Program portion of the section entitled “Action Plan: One Year Use of Funds.”

## **HOME INVESTMENT PARTNERSHIPS PROGRAM**

HOME funds are intended for use in the development and rehabilitation of affordable housing opportunities for low-income households. The State will allocate HOME funds over a range of single family and multi-family programs in order to provide incentives for the development of decent, safe, suitable and affordable housing opportunities for low-income households. The following programs will be funded with HOME funds to achieve the stated objectives.

### **Single Family Programs**

HOME/MRB Program: HOME Program funds will be combined with Single Family Mortgage Revenue Bonds proceeds to provide below market interest rate loans at a thirty year fixed rate to eligible first time home buyers. In addition, HOME Program funds will be used as closing cost and/or down payment assistance in amounts that would not inhibit the borrower’s contribution of three percent of the purchase price of the home or \$1,500 whichever is greater.

ADDI/HOME/MRB Program: A portion of the ADDI HOME funds will be reserved for single parent households who do not qualify under the Agency’s current HOME/MRB Program and a fraction of the funds will be used to fund downpayment and closing costs assistance in connection with tax-exempt mortgage revenue bonds in an amount not to exceed the greater of 6 (six) percent of the purchase price of the single family unit or \$10,000.

SHARE Program: HOME funds may be made available under the Substandard Housing Assistance for Rural Economics (SHARE) Program to provide grants to local governmental units for the rehabilitation of substandard housing that is owned and occupied by low-income households.

### Multifamily Programs

CHDO Affordable Rental Housing Program: HOME funds will be made available to provide gap financing for the construction or rehabilitation of affordable rental housing in which qualified CHDOs are the owners, developers and/or sponsors.

HOME Affordable Rental Housing Program: HOME funds will be made available to provide gap financing for the construction or rehabilitation of affordable rental housing.

Mark-to-Market: HOME funds will be made available to refinance and/or rehabilitate affordable rental housing projects for which the Agency has developed a restructuring plan.

The LHFA routinely conducts and sponsors housing seminars and workshops on affordable housing initiatives which may be accessed by the general public, developers, lenders, non-profit organizations and local governmental units.

### **EMERGENCY SHELTER GRANTS PROGRAM**

In accordance with program policies, the State Department of Social Services (DSS) will distribute ESGP funds to units of general local government which may make all or part of grant amounts available to private nonprofit organizations for use in eligible activities. Funding available under the Emergency Shelter Grants Program is dedicated for the rehabilitation, renovation or conversion of buildings for use as emergency shelters for the homeless, and for payment of certain operating costs and social services expenses in connection with emergency shelter for the homeless. The program also allows use of funding in homeless prevention activities as an adjunct to other eligible activities. DSS shall define eligible applicants as units of general local government for all parish jurisdictions and those municipal or city governmental units for jurisdictions with a minimum population of 10,000 according to recent census figures. Application packages, including grant application requirements and deadline for submittal, shall be issued by mail to the chief elected official of each eligible unit of general local government.

The State DSS intends to continue use of a geographic allocation formula (described in a subsequent section) in the distribution of the State's ESG funding to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESGP projects. Regional allocations for the State's 2004 ESG Program will be formulated based on factors for low income populations in the parishes of each region according to U.S. Census Bureau data. Within each region, grant distribution shall be conducted through a competitive grant award process.

Proposals accepted for review will be rated on a comparative, project specific, basis. Proposal evaluation will be based on information provided in grant applications. Recipients of grant amounts will be determined in accordance with the following selection criteria:

- \* Nature and extent of unmet needs in the applicant's jurisdiction as demonstrated by data supplied by applicant including sources of information (studies done, inventory of existing shelters, their use and capacity, estimates by applicant and homeless providers of additional shelter beds needed, reliable surrogates for homeless need including local unemployment data, welfare statistics, and unique local circumstances) . . . . . 40 points
- \* The extent to which proposed activities will address needs for housing and supportive services and/or complete the development of a comprehensive system of services which will provide a continuum of care to assist homeless persons to achieve independent living . . . . . 30 points
- \* The ability of the applicant to carry out the proposed activities promptly . . . . . 15 points
- \* Coordination of the proposed project(s) with available community resources, so as to be able to match the needs of homeless persons with appropriate supportive services and assistance . . . . . 15 points

Elements of the above criteria include: methodology and time frame to implement proposed activities, specificity of proposed activities and reasonableness of cost estimates, experience of project sponsor(s) in provision of services for homeless persons or in similar service activities, fiscal accountability and financial responsibility of project sponsor(s), and capability to provide required matching funds (when applicable). For previous recipients of State grant amounts, expenditure patterns will be reviewed to evaluate such applicants' ability to implement and complete program activities on a timely basis. An applicant may be disqualified from receiving an award if evaluation of prior expenditure patterns indicates inability to utilize program assistance on a timely basis.

Funding awards shall be based on evaluation and ranking of individual project proposals. DSS reserves the right to negotiate the final grant amounts and local match with all applicants to ensure judicious use of these funds.

DSS proposes to use five percent of the State's Fiscal Year 2004 ESGP allocation for administrative purposes. This administrative allowance will be shared with grantee local governments which may elect to use a 2.5 percent share of ESGP funding for local government grant administration.

#### How Proposed ESG Funds Distribution Will Address Priority Needs and Specific Objectives Described in the State Consolidated Plan

The following are the priorities for use of available resources to address homeless needs as described in the Consolidated Plan for FY 2000 - FY 2004.

**Priority:**      **To give preference in awarding homeless assistance funds and in endorsing grant proposals to those proposed activities and projects which are designed within the context of a regional or community based “Continuum of Care” collaborative process and which are integral to a local “Continuum of Care”**

**resource system.**

**Objective:** To provide assistance for projects which are 1) integral components of a “continuum of care” system developed through a collaborative, community based strategic planning process and 2) are proposing activities to maintain, enhance or strengthen the capacity of the local “continuum of care” system through implementation of ESGP eligible activities in connection with emergency shelter of homeless persons [i.e. facility rehabilitation, the provision of essential services related to emergency shelter, shelter operational costs, and homeless prevention activities].

**Methodology:** This priority for projects which are part of a locally developed Continuum of Care system will be emphasized in the informational materials contained in the application package for the FY 2004 Louisiana Emergency Shelter Grants Program. The review and rating of ESGP applications shall also reflect this emphasis. In the evaluation of applications for ESG grant amounts, up to three points will be awarded for each project’s Continuum of Care participation. A proposed project which does not have evidence of participation in its local continuum of care collaborative process and/or its intended linkage or integration in the local continuum of care resource system will not be eligible for the three points allotted under this continuum of care criterion.

**Performance Indicator:** Most of the shelter projects assisted by State ESGP funds have participated in the local Continuum of Care collaborative planning process and these projects are linked and integrated as emergency shelter resource components within the local continuum of care system.

**Priority: Continued use of regional allocation formula in competitive award of State ESGP funding amounts.**

During the initial years of the State ESG Program, preference was given to assisting the establishment of new shelter facilities and providing continuation funding to those shelter projects which received start-up aid through use of State ESG grant amounts. Effective FFY 92, DSS/OCS began implementation of a geographic allocation formula in the distribution of ESG funding to ensure that each region of the State was allotted a specified minimum of State ESG grant assistance for eligible ESGP projects. This method of regional allocation amounts is similar to the *pro rata need amounts* formulated by HUD for its Homeless Assistance SuperNOFA funding. Through the specification of a dollar figure of anticipated ESGP funding allotted for each region, the local homeless resource agencies are better able to collaboratively plan for and design appropriate ESGP eligible activities for strategic integration and implementation within its local continuum of care system.

**Objectives, Methodology, Performance Indicator:** same as for previous “Continuum of Care” priority.

**Priority: To increase the availability of longer term shelter and transitional housing projects that incorporate treatment components and special supportive services for homeless persons with addictive disorders and/or mental illness, and/or**

**projects incorporating life skills training and independent living components designed for the special needs of homeless families with children.**

Data from regional continuum of care collaboratives, homeless shelters and transitional housing providers, as well as national studies has documented the high prevalence of addictive disorders, mental illness, dually diagnosed or co-occurring disorders, and other special needs among the homeless population. Because of the special vulnerability of children to the adverse conditions of homelessness, a continuing priority is given to the development of additional residential beds and supportive service slots for homeless families with children.

**Objective:** To provide grant assistance for 1) longer term shelter [over forty-five days] or transitional shelter projects that incorporate treatment components and special supportive services for homeless persons with addictive disorders and/or mental illness, or for 2) longer term shelter and transitional shelter projects incorporating life skills training and independent living components designed for the special needs of homeless families with children, in order to maintain and/or expand capacity of such facilities within continuum of care resource systems throughout Louisiana.

**Methodology:** The above priority will be specified in the informational materials contained in the application package for the FY 2004 Louisiana Emergency Shelter Grants Program. In the evaluation of applications for ESG grant amounts, up to three preference points shall be awarded for 1) a project which incorporates treatment components and special supportive services for homeless persons with addictive disorders and/or mental illness, or 2) a project which incorporates life skills training and independent living components designed for the special needs of homeless families with children.

**Performance Indicator:** Of the annual unduplicated number (17,874) of persons sheltered by ESGP assisted facilities during calendar year 2002, 75.88 percent (13,563) were adults, 14.12 percent (2,524) were youth and children ages 5 - 17 years, and 10.00 percent (1,787) were children under age 5. Special needs subpopulations, as estimated by shelter operators for the night of February 1, 2003, were in the following estimated proportions of this entire point in time sample (n = 1,494): Severely Mentally Ill - 9.84 percent; Substance Abusers - 25.44 percent; Dually Diagnosed [Severely Mentally Ill/Substance Abuser] – 11.58 percent; AIDS/HIV - 1.34 percent; and physically disabled – 4.28 percent.

Since the inception of the State ESG Program in 1987, program funds have been used for help with establishing new emergency and transitional shelter facilities, many of which serve family groups, in Abbeville, Alexandria, DeRidder, Eunice, Franklin, Gonzales, Hammond, Houma, Lafayette, Livingston, Mansfield, Many, Monroe, New Iberia, New Roads, Opelousas, Pineville, Rayville, Ruston, St. Martinville, Slidell, Ville Platte, and Winnsboro. ESG assistance, in combination with other sources, has also provided the means for shelters to extend the period of stay permitted, to establish transitional housing capability to meet longer term shelter needs, or to institute new supportive service components for particular special needs groups.

## HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM

Unlike other populations with special housing needs, the housing needs of individuals living with HIV/AIDS change as the disease progresses. Thus, throughout the progression of the disease, the availability of affordable housing and the ability to remain in one's home is a constant stress for persons who are HIV infected. The number one priority for the State is to provide eligible low income individuals with short-term rent, mortgage and utility assistance to reduce the loss of current housing options and prevent homelessness; the State's second priority is to provide high quality residential housing to eligible persons living with AIDS. As the health of clients deteriorates, persons living with AIDS experience the significant need for ancillary and supportive services.

The use and distribution of FY 2004 State formula HOPWA funds will address those priority needs through the following summarized distribution method:

### HOPWA Funding Projections for FY 2004

Total Funding	\$940,000
Administrative Costs	<u>28,200</u>
Total Funds Available	\$911,800 (total programmatic allocation)
Short-term Assistance	\$592,670 (65%)
Residential Facilities	\$319,130 (35%)

The activities eligible for funding assistance are listed in the section entitled "Homeless and Other Special Needs Activities." More detailed information regarding the distribution of these funds is provided in the section entitled "Geographic Distribution."



## **GEOGRAPHIC DISTRIBUTION**

The following presents a description of the geographic areas of the State in which assistance will be directed during the FY 2004 Program year.

### **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Eligible applicants under the LCDBG Program are those units of general local government in non-entitlement areas; non-entitlement areas are municipalities with a population of less than 50,000 and parishes with an unincorporated population of less than 200,000. The following units of local government are not eligible: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, Shreveport, Slidell, and Thibodaux.

The LCDBG funds are awarded on a competitive basis; neither the ultimate geographic distribution of FY 2004 funds nor the minority concentrations benefiting from the FY 2004 funds can be predicted.

### **HOME INVESTMENT PARTNERSHIPS PROGRAM**

HOME funds are made available on a statewide basis for primary non-entitlement areas. The Louisiana Housing Finance Agency (LHFA) does not target any specific area of the State in connection with its investment plan for providing an increase in affordable housing that is decent, safe, and sanitary.

All new construction and rehabilitation activities engaged in by LHFA for low-income households through the use of the HOME Program funds will be geographically disbursed throughout the State, with special focus given to non-entitlement areas. Issuance of taxable and tax exempt bond financing of multifamily projects and allocations of Low Income Housing Tax Credits will be disbursed on a competitive basis within each of the eight planning districts throughout the State as equitably as possible.

Activities to increase first time home ownership opportunities with down payment and closing cost assistance through the use of HOME Program and ADDI funds will be promoted statewide in metropolitan and non-metropolitan areas. The Single Family Mortgage Revenue Bond Program is administered through a network of lenders which are accessible statewide. LHFA will seek to expand the number of participating lenders in order to increase homeownership opportunities throughout the State.



## EMERGENCY SHELTER GRANTS PROGRAM

### ESGP Geographic Distribution by Poverty Factors for Regional Funding Pools

Beginning with its 1992 ESG Program, the Louisiana Department of Social Services (DSS) has been utilizing a geographic allocation formula in the distribution of the State's ESG funding. DSS proposes to continue the use of a geographic allocation formula in the distribution of ESG funding to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESGP projects. Based on national and state studies linking homelessness to conditions of poverty, regional ESG allocations are formulated based on factors for poverty (very low income) populations in the parishes of each region according to U.S. Census Bureau data. [Refer to the State map (Figure 1) which indicates boundaries and inclusive parishes for the ten State regions utilized by the ESG Program.] Within each region, grant distribution shall be conducted through a competitive grant award process previously described.

The following chart lists the allocation factors and amounts for each region for the FY 2004 State ESG Program:

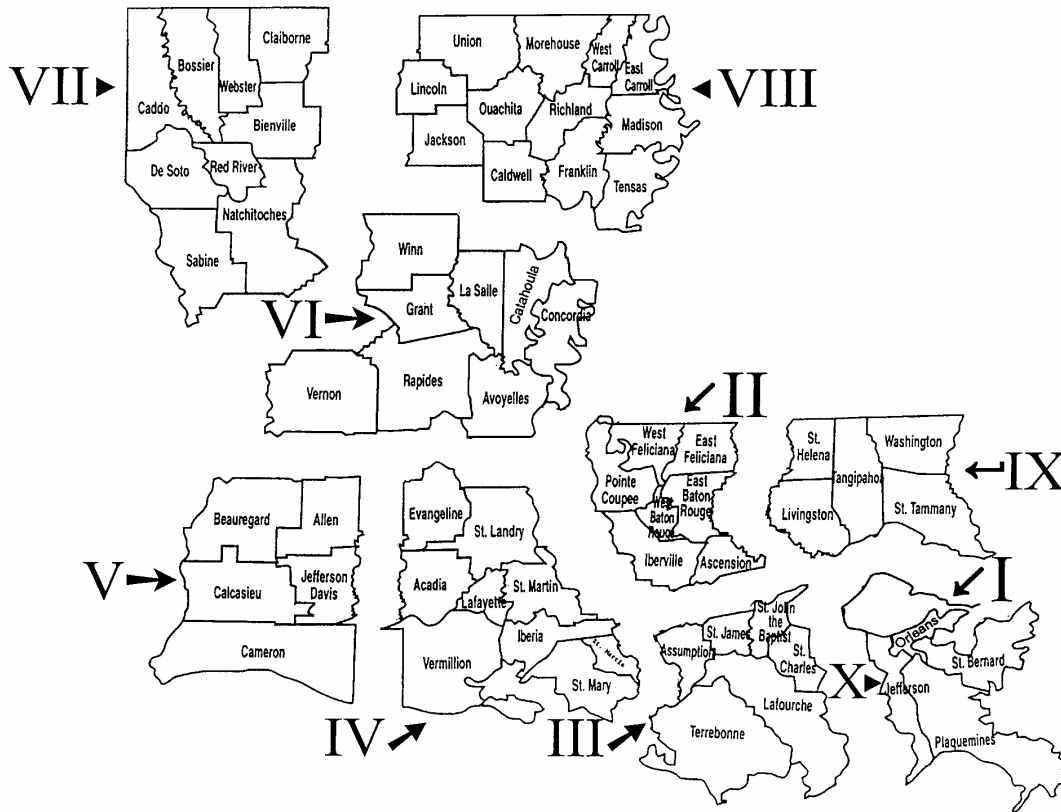
	<u>Allocation Factor</u>	<u>Allocation</u>
FY 2004 ESGP Grant Amount for Distribution: \$1,480,263		
Region I New Orleans	.1537939	\$ 227,655
Region II	.1210838	179,236
Region III	.0659078	97,561
Region IV	.1537187	227,544
Region V	.0522069	77,280
Region VI	.0714394	105,749
Region VII	.1235570	182,897
Region VIII	.0950414	140,686
Region IX	.0751581	111,254
Region X	.0880929	130,401
		<hr/> 1,480,263
State Administration		39,904
FY 2004 State ESGP Allotment		<hr/> <hr/> \$ 1,520,167

Regional funding amounts for which applications are not received shall be subject to statewide competitive award to applicants from other regions and/or shall be reallocated among other regions in accordance with formulations consistent with the above factors.

FIGURE 1

# DEPARTMENT OF SOCIAL SERVICES/OFFICE OF COMMUNITY SERVICES

## STATE REGIONS



Region I (1)  
Orleans

Region II (2)  
Ascension  
E. Baton Rouge  
East Feliciana  
Iberville  
Pointe Coupee  
W. Baton Rouge  
West Feliciana

Region III (3)  
Assumption  
Lafourche  
St. Charles  
St. James  
St. John  
Terrebonne

Region IV (4)  
Acadia  
Evangeline  
Iberia  
Lafayette  
St. Landry  
St. Martin  
St. Mary  
Vermilion

Region V (5)  
Allen  
Beauregard  
Calcasieu  
Cameron  
Jeff. Davis

Region VI (6)  
Avoyelles  
Catahoula  
Concordia  
Grant  
Lasalle  
Rapides  
Vernon  
Winn

Reg. VII (7)  
Bienville  
Bossier  
Caddo  
Claiborne  
Desoto  
Natchitoches  
Red River  
Sabine  
Webster

Reg. VIII (8)  
Caldwell  
East Carroll  
Franklin  
Jackson  
Lincoln  
Madison  
Morehouse  
Ouachita  
Richland  
Tensas  
Union  
West Carroll

Region IX (9)  
Livingston  
St. Helena  
St. Tammany  
Tangipahoa  
Washington

Region X (10)  
Jefferson  
Plaquemines  
St. Bernard

Grant awards shall be for a minimum of \$10,000. Applicable grant maximums are as follows:

- Individual grant awards to applicant jurisdictions of less than 49,000 population shall not exceed \$50,000.
- For a jurisdiction of over 49,000 population, the maximum grant award shall not exceed the ESGP allocation for that jurisdiction's respective region.

Grant specifications, minimum and maximum awards may be changed at DSS's discretion in consideration of individual applicant's needs, total program funding requests, and available funding. DSS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of program funds. Program applications must meet State ESGP requirements and must demonstrate the means to assure compliance if the proposal is selected for funding. If, in the determination of DSS, an application fails to meet program purposes and standards, even if such application is the only eligible proposal submitted from a region or subregion, such application may be rejected *in toto*, or the proposed project(s) may be subject to alterations as deemed necessary by DSS to meet appropriate program standards.

#### ESGP Geographic Distribution by Locality

Since the ESG distribution method involves a competitive process for amounts apportioned into regional allocation pools (formulated according to poverty prevalence data), the ultimate geographic awards by locality (parish and/or city) cannot be predicted. (Table 6, entitled "Application Distribution List", lists all local governmental units which are eligible to apply for ESGP funds.)

#### ESG Program Recipients - Minority Composition

With respect to minority concentration among homeless persons served by ESGP assisted facilities, the following reflects the racial/ethnic composition of shelter guests on an average night as documented in recent ESG performance reports:

African-American	59.60%	Asian	.37%
White	37.11%	Native American	1.47%
Hispanic	1.42%	Multi-Racial Unknown	.04%

The racial/ethnic makeup of homeless shelter clientele mirrors to some degree the minority composition of the State's poverty population. In the most recent performance report, the old categories for racial/ethnic were used in nine of the twelve months covered. Beginning with January, 2003, the projects/facilities are using the new racial/ethnic categories required by the Office of Management and Budget.

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

The HIV AIDS Program routinely solicits input on a regular basis from the statewide regional Ryan White Title II HIV CARE Consortia, the regional AIDS service organizations (ASOs) and community based organizations (CBOs) and persons living with HIV/AIDS regarding the allocation of HOPWA funds. This input, in conjunction with an analysis of recent client utilization trends of short-term rent, mortgage and utility assistance and residential facilities, as well as the “Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002-2003,” are all important factors in decisions regarding the allocation of the FY 2004 State HOPWA formula award.

In reviewing all of the available information, the HIV/AIDS Program will allocate approximately \$319,130 (thirty-five percent) of the FY 2004 HOPWA formula award to residential facilities in five of the nine DHH public health regions. These HOPWA funds will be awarded through a competitive Louisiana HIV/AIDS Residential Facilities Solicitation of Application process and they are to be utilized for the rehabilitation, conversion, lease and repair of a current structure; the purchase of capital equipment; related operating expenses; and the administrative costs associated with this program. Please refer to Appendix A for eligible activities through State formula HOPWA. Four residential facilities funded through State HOPWA are currently in operation throughout the State, with another one in development.

To ensure the coordination and efficient use of both HOPWA and Ryan White CARE Act Title II funds, the remaining sixty-five percent of the FY 2004 State HOPWA formula award \$592,670 will be allocated through a Solicitation of Proposal (SOP) in the fall of 2004. This competitive application process occurs annually in conjunction with the statewide Solicitation of Proposals from eligible agencies to provide services to low income HIV-infected individuals through Ryan White CARE Act Title II funds. These funds will provide short-term rent, mortgage and utility assistance to eligible individuals living with HIV/AIDS during FY 2004. Nine agencies in eight of the nine DHH Public Health Regions were awarded funding for the provision of these HOPWA services in FY 2003. Table 3 provides a list of Louisiana HIV/AIDS residential facilities and community based organizations funded to provide services through FY 2003 State formula HOPWA funds.

Since the State’s distribution method for HOPWA entitlement funds involves a competitive process, the ultimate awards by locality (city and/or region) cannot be predicted at this time.

See the map and list on pages 37 and 38 for the Department of Health and Hospitals Administrative Regions.

## APPENDIX A

### Eligible Activities - HOPWA

State formula Housing Opportunities for Persons with AIDS (HOPWA) funds can be used for the following activities:

- Housing information services including, but not limited to, counseling, information, and referral services to assist eligible individuals to locate, acquire, finance and maintain housing. This may also include fair housing counseling for eligible persons who may encounter discrimination on the basis of race, color, religion, sex, age, national origins, familial status, or handicap;
- Resource identification to establish, coordinate and develop housing assistance resources for eligible persons (including preliminary research and expenditures necessary to determine the feasibility of specific housing-related initiatives);
- Acquisition, rehabilitation, conversion, lease, and repair of facilities to provide housing and services;
- New construction for single room occupancy (SRO) dwellings and community residences;
- Project - or tenant-based rental assistance, including assistance for a shared housing arrangement;
- Short-term rent, mortgage, and utility payments to prevent the homelessness of tenant or mortgagor of a dwelling;
- Supportive services including, but not limited to, health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance, nutritional services, intensive care when required, and assistance in gaining access to local, State and Federal government benefits and services, except that health services may only be provided to individuals with HIV/AIDS and not to family members of these individuals;
- Operating costs for housing including maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs;
- Technical assistance in establishing and operating a community residence, including planning and other pre-development or pre-construction expenses and including, but not limited to, costs relating to community outreach and educational activities regarding AIDS or related diseases for persons residing in proximity to the community residence;
- Administrative expenses: Each grantee may use not more than three percent of the grant amount for its own administrative costs related to administering grant amounts and allocating such amounts to project sponsors. Each project sponsor receiving amounts from grants made under this program may use not more than seven percent of the amounts received for its own administrative costs related to eligible activities under this section, including cost of staff necessary to undertake eligible activities; and
- For competitive grants only, any other activity proposed by the applicant and approved by the Department of Housing and Urban Development (HUD).

TABLE 3

ORGANIZATIONS PROVIDING STATE FORMULA HOPWA SERVICES FOR  
PERSONS LIVING WITH HIV/AIDS

<b>Region II</b>	<p>Tim Young, Executive Director  <b>HIV/AIDS Alliance for Region Two (HAART)</b>  4550 North Boulevard, Suite 250  Baton Rouge, LA 70806  (225) 927-1269 / (225) 927-7367</p>
<b>Region III</b>	<p>Susan Arcement, Executive Director  <b>South Louisiana Human Resources, Inc. (SLHR)</b> and  <b>Exchange House Transitional Shelter</b>  106 Exchange Alley  Houma, LA 70360  (985) 879-3768 / (985) 879-3180</p>
<b>Region IV</b>	<p>Claude Martin, Executive Director  <b>Acadiana CARES</b> and <b>HOPE House Residential Facility</b>  203 West Third Street  Lafayette, LA 70501  (337) 233-2437 / (337) 235-4178</p>
<b>Region V</b>	<p>Marilyn Dunn, Executive Director  <b>Southwest Louisiana AIDS Council (SLAC)</b>  1715 Common Street  Lake Charles, LA 70601  (337) 439-5861 / (337) 436-8713</p> <p>Chris Stewart, Executive Director  <b>Matthew 25:40 / Nepenthe House</b>  Post Office Box 3052  Lake Charles, LA 70602  (337) 430-0888 / (337) 430-0910</p>
<b>Region VI</b>	<p>Ann Lowery, Executive Director  <b>Central Louisiana AIDS Support Services (CLASS)</b>  103 Bolton Street  Alexandria, LA 71301  (318) 442-1010 / (318) 443-5216</p>

- Region VII** Ken Beatty, Acting Executive Director  
**Philadelphia Center and Mercy Center Residential Facility**  
2020 Centenary Boulevard  
Shreveport, LA 71101  
(318) 222-6633 / (318) 222-6678
- Region VIII** Richard Womack, Executive Director  
**GO CARE**  
2121 Justice Street  
Monroe, LA 71201  
(318) 325-1092 / (318) 325-1222
- Tinker Van Zile, Executive Director  
**Franciscan House**  
Post Office Box 1901  
Monroe, LA 71210  
(318) 322-3635 / (318) 324-1701
- Region IX** Van Vandergriff, Vice President  
**Volunteers of America GNO**  
4152 Canal Street  
New Orleans, LA 70119  
(504) 482-2130 / (504) 482-1992

FIGURE 2

State of Louisiana  
Department of Health and Hospitals  
Administrative Regions

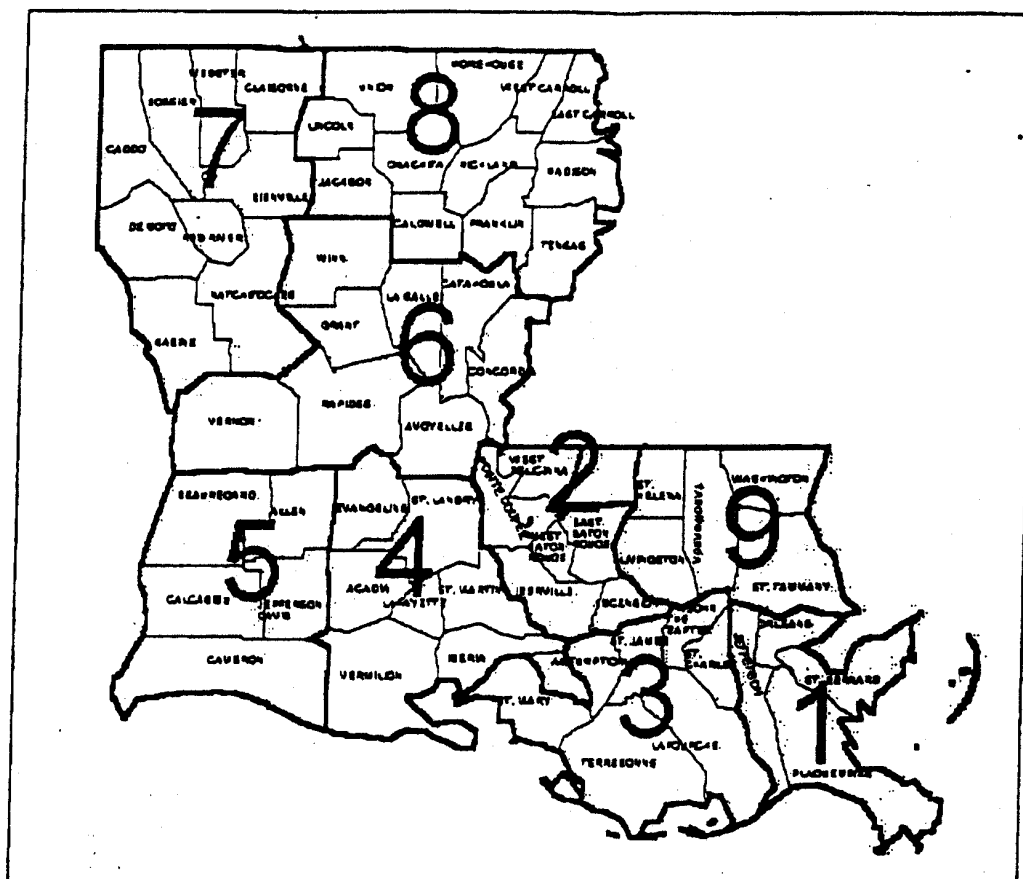






TABLE 4

DEPARTMENT OF HEALTH AND HOSPITALS  
Public Health Administrative Regions

**REGION I**

Orleans  
St. Bernard  
Plaquemines  
Jefferson

**REGION II**

Iberville  
Ascension  
Pointe Coupee  
East Feliciana  
East Baton Rouge  
West Baton Rouge  
West Feliciana

**REGION III**

Lafourche  
Assumption  
Terrebonne  
St. John the Baptist  
St. Mary  
St. James  
St. Charles

**REGION IV**

Iberia  
Acadia  
Lafayette  
Evangeline  
Vermilion  
St. Martin  
St. Landry

**REGION V**

Allen  
Cameron  
Calcasieu  
Beauregard  
Jefferson Davis

**REGION VI**

Winn  
Grant  
Vernon  
LaSalle  
Rapides  
Avoyelles  
Catahoula  
Concordia

**REGION VII**

Caddo  
Desoto  
Sabine  
Webster  
Bossier  
Red River  
Claiborne  
Bienville  
Natchitoches

**REGION VIII**

Union  
Tensas  
Madison  
Lincoln  
Jackson  
Franklin  
Caldwell  
Richland  
Quachita  
Morehouse  
East Carroll  
West Carroll

**REGION IX**

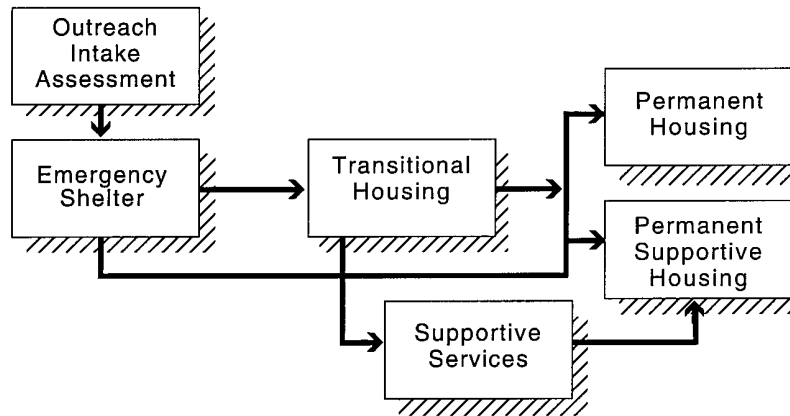
St. Helena  
Washington  
Tangipahoa  
Livingston  
St. Tammany

## HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

### HOMELESS NEEDS ANALYSIS - CONTINUUM OF CARE PROGRAMS

*Priority Home, The Federal Plan to Break the Cycle of Homelessness* issued in March, 1994, fostered the concept of a comprehensive system of services and housing options, called a “continuum of care,” to help homeless individuals and families in local communities reach independence. This system and philosophy strives to fulfill these requirements with three fundamental components: emergency shelter, transitional housing with social services, and permanent housing. The following diagram illustrates the components of the Continuum of Care System.

*Continuum of Care*



This Continuum of Care approach envisions comprehensive strategic planning at the community level to inventory existing resources and to identify gaps or deficiencies for development of the continuum of care for homeless persons in the local area. Activities targeted to eliminate such gaps would be the primary objectives to which available resources to address homelessness and housing needs would be directed.

Information derived from annual State Homeless Needs Assessments definitely substantiates the need in the State for program assistance under all housing and supportive service options available under HUD homeless assistance funding, i.e., emergency shelter, supportive and transitional housing, permanent housing for the handicapped homeless, Shelter Plus Care, supplemental assistance for facilities to assist the homeless, and single room occupancy housing.

Priorities for development of transitional, permanent and single room occupancy housing, and supplemental programs to assist homeless persons are preeminent for the major urban regions in the State. However, non-urban areas are also deficient in these resources, and could benefit from programs which serve parish and/or multi-parish areas and involve strong supportive service components and elements of broad-based community participation in developing a continuum of care system.

Homeless individuals and families often require numerous and varied support services to

achieve independent living, including remedial education, job search and job training, alcohol and drug rehabilitation services, case management, transportation, and day care services. Support services available for homeless persons may be limited in scope, accessibility, and/or capability of programs to accommodate special needs. Shelter facilities in Louisiana routinely offer meals and bathing facilities. Most provide information and referral services or counseling of some kind. Other types of support services are available through specialized programs at certain shelters (e.g., rehabilitation services for recovering substance abusers). Only a small number of shelter programs serving families with children are able to offer or arrange day care services. Transportation and case management services for shelter recipients are not available at all facilities. Throughout the State, the need to develop additional and expanded support services for shelter recipients is strongly indicated. HUD homeless assistance funding constitutes a direct and/or indirect resource for the development of additional supportive services.

The following populations are deemed to be at high risk of becoming homeless:

- \* The very low income population, including recipients of Temporary Assistance for Needy Families (TANF)
- \* Low Income individuals involved in substance abuse
- \* Recently released ex-prisoners
- \* Deinstitutionalized mentally disabled persons
- \* Victims of family violence

A strategy to address the needs of the homeless and the at risk population, and to recognize the special needs of the various types of homeless individuals, must take into account the primary role of community-based charitable organizations and voluntary programs, alone or in partnership with local governments and public agencies, in establishing and supporting basic facilities and services for the homeless. Central to the strategy are the following elements:

- 1) the gathering of information on homelessness in the State and assessing the needs of homeless persons (ongoing process)
- 2) dissemination and sharing of this information to community-based groups and agencies concerned or involved in serving the homeless (ongoing process)
- 3) the evaluation of the needs of the homeless individual (performed as initial component of local continuum of care systems)
- 4) making appropriate referrals to available community resources ( component of local continuum of care systems)
- 5) the provision and coordination of all necessary services so that the homeless individual achieves maximum benefit from available facilities and services (objective of local continuum of care systems)
- 6) Encouraging the development of all necessary and appropriate services, service networks, and public and private resources (including real property, in-kind contributions, etc.) to support activities to assist homeless persons within Louisiana (local and state objective)

HUD homeless assistance funding under all McKinney program sources (ESGP formula funding and Continuum of Care SuperNOFA awards) will be used to complement and enhance available facilities and services through providing a source of funding support for the maintenance of existing facilities and services, and to allow facility expansion and/or the establishment of new facilities and services to help eliminate or lessen the gaps of unmet needs within local service delivery and homeless housing systems.

### ESG Eligible Activities

Eligible activities under the Emergency Shelter Grants Program are set forth in 42 U.S.C. Part 11374 (Title IV B of the Stewart B. McKinney Homeless Assistance Act) and HUD Program regulations at 24 CFR Part 576.21(a) [61 *Federal Register* page 51549; Oct. 2, 1996]. Only those activities specifically authorized under statutory provisions and Program regulations are eligible for use of ESGP funds. Other uses are ineligible.

As described under the Program law and regulations, ESGP grant amounts may be used for one or more of the following activities relating to emergency shelter for the homeless:

- a. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless;
- b. Provision of essential services to the homeless. Essential services include services concerned with employment, health, drug abuse, and education;
- c. Payment for shelter maintenance, operation (including shelter administration), rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings. An amount, not to exceed ten (10) percent of ESG funds, may be spent on staff costs of operations related to emergency shelter;
- d. Developing and implementing homeless prevention activities. Homeless prevention activities are those designed to prevent the incidence of homelessness, including (but not limited to):
  - \* short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
  - \* security deposits or first month's rent to permit a homeless family to move into its own dwelling;
  - \* mediation programs for landlord-tenant disputes;
  - \* legal services programs for the representation of indigent tenants in eviction proceedings
  - \* payments to prevent foreclosure on a home and other innovative programs and activities designed to prevent the incidence of homelessness;

If ESG funds for homeless prevention activities are to be used to assist families that have received eviction notices or notices of termination of utility services, certain prescribed conditions as specified under federal regulations and statutory provisions must be met (refer to the section entitled "Action Plan: One Year Use of Funds - Emergency Shelter

Grants Program.”)

- e. Grant Administration - A local government grantee may at its option elect to use up to 2.5 percent of grant funding for costs directly related to administering grant assistance, or may allocate all grant amounts for eligible Program activities.

The State will obligate the FY 2004 ESG funds that it expects to receive by grant agreements with units of general local government to support the preceding activities relating to emergency and transitional shelter for homeless individuals and families.

The State will continue to use ESG funds as available for grants to units of general local government to assist shelters and homeless assistance providers with the costs of building rehabilitation, essential services, operations and homeless prevention. The assistance from the Emergency Shelter Grant funds enables nonprofit organizations to improve and preserve their physical property for continued, long-term shelter use, to relieve pressures on operating costs so that the shelters may direct other resources to services and other needs, and to maintain and expand services to shelter residents.

The shelters and homeless aid agencies that receive assistance from Emergency Shelter Grant funds strive to provide a continuum of care for the homeless persons and families whom they serve. The shelters either provide or make referrals for employment services, counseling, literacy training, transportation to medical treatment and drug and alcohol counseling. Grant amounts shall also be used for homeless prevention activities services in accordance with program regulations to avert eviction, foreclosure, and/or utility disconnection, as well as to pay deposits and first month's rent to allow homeless persons to move to their own homes. Grant amounts have also been used to assist mediation programs for landlord-tenant disputes, and for the costs of legal services for the representation of indigent tenants in eviction proceedings.

Applicants under the 2004 Emergency Shelter Grants Program shall be required to incorporate into their proposal plans a description of the “coordination and linkage of the proposed project with available community resources” and “the extent to which the proposed activities will complete the development of a comprehensive system of services which will provide a continuum of care to assist homeless persons to achieve independent living.”

#### Other Homeless Assistance/Special Needs Activities

The State, through the efforts of the Louisiana Interagency Action Council for the Homeless, the State Contact for Homeless Issues, and staff of local offices and clinics, encourages, participates in, provides statistical information and technical assistance, and otherwise supports the development of competitive applications by local governments and nonprofit organizations under the HUD SuperNOFA Continuum of Care programs.

The State also assists rental rehabilitation and affordable housing programs designed to improve the availability, affordability and quality of housing in local communities with CDBG and HOME funds. The housing rehabilitation programs will alleviate some of the cost burdens in the special needs population. Improvements to owner-occupied housing will reduce the maintenance costs and the utility costs. With these housing costs reduced, the special needs populations will have

an increased amount of disposable income to meet other needs.

### State Contact for Homeless Issues

The ESG Program Manager within the Department of Social Services' Office of Community Services has served as the State Contact Person for Homeless Issues with responsibilities as State liaison and point of contact for communications with federal, state and local entities on matters relating to the State's homeless population and at risk persons and families. This position disseminates and facilitates the flow of available information on homelessness in Louisiana and homeless assistance resources. The State Contact is an advocate for development of resources and collaborative systems to address the unmet needs of homeless people in the State. Other responsibilities of the State Contact include:

- providing appropriate public information to enhance knowledge on homelessness and homeless aid resources
- maintaining the State's inventory of facilities and services to assist homeless persons
- conducting statewide surveys of homeless resource agencies for the collection of statistical data on the nature and extent of homelessness
- preparing reports and resource directories for public distribution.

During the first quarter of 2003, the Louisiana Office of Community Services conducted its annual State Homeless Needs Assessment Survey for the purpose of compiling information on the nature and extent of homelessness in Louisiana, on the needs of homeless people, and on available homeless assistance resources. All known emergency and transitional shelter facilities in Louisiana were surveyed to provide statistics on the unduplicated number of homeless persons provided shelter during a twelve month period and "point in time" figures for three nights during 2002 and a night in February, 2003. (Similar data had been compiled from shelter agencies since the first state assessment on homelessness in November, 1991.) The Homeless Needs Assessment included a supplemental survey which asked shelter operators to report on local trends in the number of requests received for shelter, relief services and other assistance from 2001 to 2002, and whether evidence indicated that welfare reform measures, or other factors, may have been responsible for any increases in service requests.

The Louisiana Interagency Action Council for the Homeless had previously requested the assistance of regional coalitions, prominent resource agencies and local governments in contributing information from each region's grant application from the 2000 national HUD Homeless Assistance "SuperNOFA" competition. The SuperNOFA application process requires that local private and public agencies collaborate on a "continuum of care" strategic plan to inventory local homeless assistance resources, to identify gaps in the local system of housing and supportive services helping homeless persons to move from homelessness to independent living, and to develop and prioritize proposals for new housing and supportive service projects which are targeted at filling identified gaps in the local "continuum of care" system. [The areas covered in these narratives, as required for the SuperNOFA application process, included: the fundamental component(s) of the local Continuum of Care system currently in place and those the community is working toward; how homeless persons receive or access assistance available under each component; how each homeless subpopulation is reached or will be reached; how the local system facilitates movement of homeless persons from one component of the system to another, and how the components are linked.] All regions of the State

complied with the Council's request in supplying narrative information on the above topics which was published in the Council's report of December, 2000, entitled "When There's No Place Like Home – 2000: Regional Continuum of Care Resource Systems to Assist the Homeless in Louisiana."

### Region Regional Collaboratives and Coalitions

Coordination of local homeless assistance activities is facilitated through the efforts of regional collaboratives and coalitions as follows:

#### Region

- I. Unity for the Homeless of New Orleans
- II. Capital Area Alliance for the Homeless (CAAH)
- III. Lafourche, Terrebonne, Assumption Homeless Partnership
- IV. The Acadiana Regional Coalition on Homelessness and Housing, Inc. (ARCH)
- V. Southwestern Louisiana Homeless Coalition, Inc.
- VI. Central Louisiana Coalition to End Homelessness
- VII. Northwest Louisiana Homeless, Housing and Service Development Corporation
- VIII. Northeast Louisiana Housing and Supportive Services Corporation
- IX. Northlake Continuum of Care Coalition
- X. Alliance for the Homeless-River Parishes

### Homeless Management Information System

Eight out of ten of the Collaboratives/Coalitions in the State of Louisiana are involved with using or developing a Homeless Management Information System (HMIS). Some coalitions have been using the system for a while and two requested funding from the U. S. Department of Housing and Development (HUD) through the 2002 SuperNOFA funding round for the purpose of developing HMIS. One of those two was not approved for funding by HUD and hopes to be funded through next year's SuperNOFA funding. All nine of the Collaboratives/Coalitions are using or planning on using ServicePoint by Bowman Internet Systems. Office of Community Services sent all current government and subgrantee recipients a copy of the Federal Register Notice – Homeless Management Information Systems (HMIS) Data and Technical Standards Notice; Notice – July 22, 2003. The memorandum accompanying the notice advised that no projects will receive 2004 ESG funding unless they are part of a local HMIS or working to be included in one that is developing. The 2004 Application Package will require certification by the government and the subgrantee/recipient that they adhere to HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection of client – level information.

### Efforts to End Chronic Homelessness



The State Office of Community Services will be working in collaboration with other State Agency representatives, City Community Development staff, non-profit administrators, and Continuum representatives to begin developing a State ten-year plan to end chronic homelessness. Two pre-policy academy meetings were held in September, 2003 and October, 2003. The policy academy on ending chronic homelessness will be held in Miami in December, 2003. Followup work on the plan will continue with the Continuum of Care Coalitions and the Louisiana Interagency Action Council for the Homeless.

## **SPECIAL NEEDS ASSESSMENT: HOUSING NEEDS OF PERSONS WITH HIV/AIDS**

According to the findings in a study released on November 2002, entitled “*Rental Housing for America’s Poor Families: Farther Out of Reach Than Ever*,” employees earning the federal minimum wage over a forty hour work week cannot afford to pay for what the federal government considers a “modest” two bedroom apartment in any county in the nation. The study was prepared by the National Low Income Housing Coalition and used HUD’s definition of “fair market rent” to determine the hourly wage needed to pay for an average apartment in each state, county and metropolitan area. The federal minimum wage is \$5.15 per hour and HUD guidelines state that people should not spend more than thirty percent of their gross income on housing. Millions of households in the United States cannot afford to pay for decent housing, and very few people know the extent of this problem even in their own communities.

In Louisiana, an extremely low income household (earning \$12,285-30 percent of the Area Median Income of \$40,951) can afford monthly rent of \$307, while the Fair Market Rent for a two bedroom unit is \$536. Following the HUD guidelines, a minimum wage earner can afford a monthly rent of no more than \$268. A worker earning minimum wage in Louisiana would have to work eighty hours per week in order to afford a two bedroom unit at fair market rent.

In Louisiana, workers would need to earn \$10.31 per hour to pay for an average two-bedroom apartment. This is 200 percent of the minimum wage (\$5.15 per hour). Between 2001 and 2002 the two bedroom housing wage increased by 3.00%. This makes the State the fourteenth most affordable state (up significantly from seventh in 2001) to live in regarding housing. The thirteen states/territories ahead of Louisiana were Nebraska, Wyoming, Montana, Iowa, Oklahoma, Idaho, North Dakota, Kentucky, Alabama, Arkansas, Mississippi, Arkansas, West Virginia, and Puerto Rico. Massachusetts was ranked as the least affordable state, with workers having to earn \$21.44 per hour to pay for an average apartment.

For individuals living with HIV/AIDS, the situation of finding adequate income for stable housing can become more dire as they become classified as disabled by federal standards, or are simply too sick to work. Reliance on a limited disability check can stretch finances. An SSI recipient, receiving an average monthly check of \$545, could afford rent of no more than \$164, while

the fair market rent of a one-bedroom unit is \$431. Making ends meet on such a limited budget is especially true in Louisiana, where a large proportion of clients also have no health insurance. In this situation, the average cost of obtaining and maintaining safe and affordable housing may not be possible when the average out-of-pocket costs for combination therapy medications can range from \$12,000 to \$18,000 per year.

Housing is a critical AIDS issue and should be regarded as an essential element of the treatment plan for persons living with HIV/AIDS. For most people, obtaining and maintaining stable housing is associated with a sense of well-being, as well as increased independence and health. For those living with HIV/AIDS, housing also provides a point of contact from which to arrange or receive community-based health and social services. Adequate housing is particularly crucial for HIV-infected mothers and pregnant women. Many communities throughout the state have reported that housing is the single largest area of unmet need for people living with HIV/AIDS.

The HIV/AIDS Program, in an effort to solicit input from HIV-infected individuals throughout the State to guide the program funding to services of greatest need, conducted a joint Ryan White Title I and II Statewide HIV/AIDS Needs Assessment during the summer of 2002. The purpose of this Needs Assessment was to gain a greater understanding of the current level of HIV/AIDS service needs and provide insight into consumers' perceptions of the availability and quality of HIV/AIDS services throughout the State. To ensure that a representative sample of responses was collected, each region received a predetermined number of surveys and a target response goal. Surveys were distributed by volunteers, community-based organizations serving people living with HIV/AIDS, public medical center staff, and members of the New Orleans Regional AIDS Planning Council and the eight HIV/AIDS Title II Consortia.

A total sample size goal for the State was 1600 respondents, which would have represented nearly 12 percent of the reported 13,553 individuals living with HIV/AIDS at the time of the survey distribution. A total of 1,328 surveys were completed, returned and used in the analysis for this report, representing 9.8 percent of the total number of individuals known to be living with HIV/AIDS. Approximately half of the individuals living with HIV/AIDS reside in the New Orleans EMSA, while the other half live in the remaining 56 parishes in the State. The results are as follow:

- \* The majority of the participants in this survey were adults between the ages of 25 and 44 years (66 percent). The ages ranged from 3 to 84 years.
- \* The majority of the participants were African-American (66 percent), and males made up 65 percent of those surveyed.
- \* Forty-one percent (41%) of the participants classified themselves as disabled or too sick to work. Thirty-seven percent (37%) of all participants are uninsured, thirty-four percent (34%) are insured by Louisiana Medicaid, and twenty-four percent (24%) are insured by Medicare.
- \* Seventy-nine percent (79%) reported monthly income less than \$1,000.
- \* Eighty-two percent (82%) of the participants sought medical care within the last six months and of these eighty-eight percent (88%) received enough care. Of those who did not receive care, the most commonly cited reasons were: "did not need," "did not know where to go" and "could not afford."

- \* Sixty-eight percent (68%) of the participants received a prescription for anti-retroviral therapy within the last six months, and eighty percent (80%) had a CD4 cell count in the previous six months.
- \* Twenty-four percent (24%) of the participants had a CD4 count below 200, fifty percent (50%) had a count greater than 200 and twenty-seven percent (27%) did not know.
- \* Thirty-two percent (32%) get to services using their own car, twenty-five percent (25%) get a ride from a friend or family member, twenty-three percent (23%) take the bus and sixteen percent (16%) take a taxi.

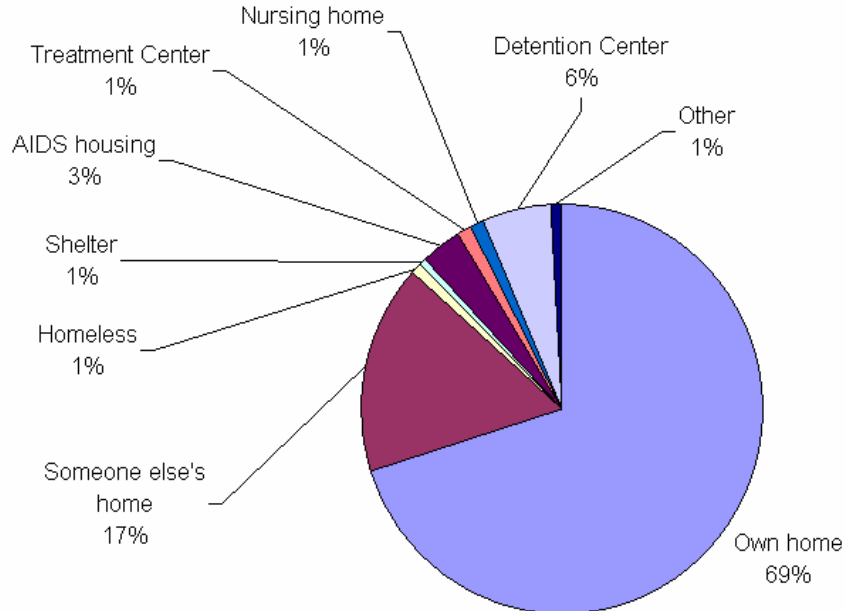
According to the “Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002-2003,” a majority of the 1,196 respondents (69 percent) also lived in a house, apartment or mobile home and an additional seventeen percent lived in someone else’s house. Three percent (36) of the respondents lived in a house for persons with AIDS, while another six percent (72) were currently incarcerated. This finding mirrors the service utilization data from April 1, 2002- March 31, 2003 HOPWA State formula funds. Of the 1,549 eligible individuals who utilized HOPWA services during that period of time, 1,528 (99 percent) eligible individuals accessed short-term rent, mortgage and utility assistance from the nine community based organizations throughout the State that were allocated funding in this service category. At the same time, 21 of the 1,549 individuals (one percent) accessed HOPWA services from a residential facility certified through HOPWA to provide consistent facility-based care to persons living with AIDS.

The small number of surveyed respondents who reported living on the streets, in a shelter, in a drug or alcohol treatment center or in a nursing home directly mirrors the results obtained during the 2000 - 2001 Louisiana HIV/AIDS Needs Survey Report. However, this low number may be due to the locations in which the surveys were distributed and not a reflection of low client need. Individuals residing in these locations may not require, or may not have access to, ambulatory care clinics and community based organizations utilized as survey distribution and collection sites.

Respondents were asked how many total people lived in their household and the number that were related by “blood” or “marriage” to themselves. Among the 1233 respondents who reported living in a house, apartment, or mobile home, 31 percent (383) said that they lived alone.

People who reported living in a house, apartment or mobile home with other household members said that they lived with an average of two other household members (n=554). These findings correlate to the April 1, 2002 - March 31, 2003 State formula HOPWA client service utilization data. Of the 1,549 eligible individuals who were served through HOPWA short-term rent, mortgage and utility assistance, 969 were eligible individuals living with HIV/AIDS. An additional 580 were family members who also benefitted from the primary client’s access to HOPWA. A total of 570 families were assisted with these federal funds.

**Figure 24: Current Housing Status of All Participants (N = 1196)**



Additionally, the demographics reported with client service utilization data for State formula HOPWA during April 1, 2002 - March 31, 2003, closely mirror the demographic data reported in the “Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002 - 2003.” Clients accessing HOPWA in all service categories were predominantly African American (68 percent) and male (59 percent), and were between the ages of thirty-one and fifty. Based on these sources of information, FY 2004 HOPWA allocations will be made accordingly to continue meeting the needs of eligible clients throughout the fifty-two parishes in the State outside the New Orleans EMSA and the Baton Rouge EMSA.

## **OTHER ACTIONS**

The State plans to take the following actions during the FY 2004 program year.

### **UNDERSERVED NEEDS**

All of the activities which will be funded under the State's Community Development Block Grant Program, HOME Investments Partnerships Program, American Dream Downpayment Initiative (ADDI) Program, Emergency Shelter Grants Program, and Housing Opportunities for Persons with AIDS Program will address the goal of improving the living conditions of the State's low and moderate income citizens in all regions of the State including underserved small cities and rural areas.

All four programs will assist in the provision of decent housing by improving existing housing units as well as expanding the availability of decent and attractive affordable housing. The Louisiana Community Development Block Grant (LCDBG) Program will provide funding for infrastructure improvements which will improve the quality of life and raise the living standards of all of the citizens being served. The LCDBG Program also allocates monies for the expansion of economic opportunities with the primary purpose of creating jobs which are accessible to low and moderate income persons; funds are available for local governing bodies to loan to private enterprises for specified industrial development use and/or to use to make public improvements which support a private industrial expansion effort. HOME funds may be used to provide grants to local government units to eliminate hazards that pose a threat to the health and safety of very low income and/or elderly/ handicapped families who own and occupy substandard housing.

### **AFFORDABLE HOUSING**

In addition to the programs funded with HOME Funds, the State also administers the following affordable housing programs through the Louisiana Housing Finance Agency (LHFA):

#### **Single Family Housing Programs**

Mortgage Revenue Bond Program: In addition to the HOME/MRB initiative, the LHFA finances approximately one hundred five million dollars (\$105,000,000) of affordable loans to first time home buyers for two market segments: (a) first time home buyers applying for an affordable loan with closing cost assistance who are granted up to four percent (4 percent) of the mortgage loan amount and (b) first time home buyers applying for an affordable loan without closing cost assistance.

LHFA Single Family TANF Down Payment/Closing Cost Assistance Program: Through a Memorandum of Understanding, the Louisiana Housing Finance Agency and the Louisiana Department of Social Services have combined their resources in efforts to provide assistance to needy families. This special program will provide a payment of \$2,000 toward a family's mortgage loan to assist with down payment and/or closing costs. The First-Time Homebuyer Closing Costs Assistance Program is made available through funds from the Temporary Assistance for Needy Families (TANF) program.

Temporary Assistance to Needy Families (TANF) Owner Occupied Rehabilitation Housing Program: The LHFA administers the housing component of the TANF fund. The pilot program initiatives are designed to provide assistance to homeowners residing in substandard housing that have household incomes which are at or below 200 percent of the federal poverty level for the area in which the unit is located. All households must consist of at least one legally defined minor child of the applicant. The applicant must be currently employed or enrolled in educational classes or job related skills training.

ADDI/HOME: Through an allocation of American Dream Downpayment Initiative (ADDI), the Louisiana Housing Finance Agency will be providing funds to Single parent households who do not qualify under the Agency's current HOME/MRB Program, make downpayment assistance (including closing cost assistance) available to low-income families who are first-time homebuyers for the purchase of single-family housing that will serve as the family's principal residence in an amount that cannot exceed the greater of 6 (six) percent of the purchase price of the single family housing unit of \$10,000.

### Multifamily Housing Programs

Low Income Housing Tax Credit Program: The LHFA administers this federal tax benefit program that provides an incentive in the form of tax credits to owners and investors in affordable rental housing units for households at or below sixty percent of the area median income.

Mark-to Market Program: The LHFA serves as the Participating Administrative Entity (PAE) in partnership with HUD to restructure FHA-insured affordable rental housing that receives Section 8 project based rent subsidies to assure their long term viability.

Multifamily Mortgage Revenue Bond Program: The LHFA makes bond proceeds available to acquire mortgage loans for multifamily housing developers on both a tax-exempt and taxable basis in consideration of such developers entering into regulatory agreements which require the projects financed to maintain compliance with the tax code and agency requirements. Such projects are required to provide defined tenant benefit packages which may include supportive services and other subsidies to the tenants occupying set-aside units.

Risk Sharing Program: The LHFA is authorized to make available FHA mortgage insurance with respect to first mortgage loans involving affordable multifamily housing.

Temporary Assistance to Needy Families (TANF) Energy Assistance Program: The LHFA also administers the energy assistance component of the TANF fund through its Energy Assistance Department. The program is designed to provide energy assistance payments for eligible applicants that have household incomes that are at or below 200 percent of the federal poverty level for the area in which the family resides. All households must consist of at least one legally defined minor child of the applicant.

Low-income Home Energy Assistance Program (LIHEAP): In addition, the LHFA administers the LIHEAP program through its Energy Assistance Department. The program is authorized to provide assistance to low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for home energy, primarily in meeting their immediate home energy

needs.

Weatherization Assistance Program (WAP): The LHFA is also authorized to administer the Weatherization Assistance Program. The program is designed to assist eligible low-income households living in either an eligible single-family dwelling or a multi-unit building to improve the overall energy efficiency of the occupied dwelling.

The Louisiana Housing TANF/Public Housing Agencies (PHAs)/Non-Profit Organizations (NPOs) Program Initiative: The Louisiana Housing Finance Agency will contract with public housing agencies and non-profit organizations to provide TANF funds to at-risk households with minor children, whose incomes are at or below 200% of the federal poverty level and are involved in some measure of self-sufficiency. This program will provide short-term and emergency housing initiatives such as rental/mortgage assistance, transitional assistance, relocation assistance, emergency eviction assistance, and case management. The maximum assistance per household for this one-time, short term assistance is \$2,500; under no circumstances will any payments exceed a three (3) month period and no payment will be made directly to the applicant. TANF funds for these housing initiatives will be made available from September 30, 2002 through September 30, 2003.

## **REDUCTION OF BARRIERS TO AFFORDABLE HOUSING**

According to the findings of a study released in 2002 entitled *Out of Reach*, employees earning the federal minimum wage over a forty hour week cannot afford what the federal government considers a "modest" two bedroom rental unit in any county of the nation. The study was prepared by the National Low Income Housing Coalition and used HUD's definition of "fair market rent" to determine the hourly wage needed to pay for an average apartment (two bedroom unit) in each state, county and metropolitan area. The federal minimum wage is \$5.15 an hour. HUD guidelines state that people should not spend more than thirty percent of their gross income on housing.

In non-metropolitan Louisiana, fair market rent for a two bedroom unit is \$399. A minimum wage earner can afford a monthly rent of no more than \$268. A worker earning minimum wage in non-metropolitan Louisiana would have to work sixty hours per week in order to afford a two bedroom unit at fair market rent.

In non-metropolitan Louisiana, a worker would need to earn \$7.67 per hour for a forty hour week to pay for a two bedroom apartment. Statewide (metropolitan and non-metropolitan areas combined) a worker would need to earn \$10.31 per hour for a forty hour week to afford a two bedroom unit. The national median two bedroom housing wage for 2002 is \$14.66. Comparables for the overall State are presented in the section of this plan entitled "Special Needs Assessment: Housing Needs of Persons with HIV/AIDS."

Habitat for Humanity International is a non-profit, ecumenical Christian organization dedicated to eliminating poverty housing worldwide. Habitat for Humanity has built more than 120,000 homes for more than 600,000 people in eighty countries. Habitat for Humanity builds communities by developing partnerships among diverse individuals and groups that help revitalize neighbors and neighborhoods. Individuals, churches, businesses, foundations, and organizations join together to eliminate poverty housing. There are eighteen Habitat affiliates operating in the State of Louisiana. In 1999 forty-nine affordable houses were completed, in 2000 fifty-two houses were

completed, in 2001 sixty-one houses were completed, and in 2002 sixty-three houses were completed. Since the initiation of the Habitat for Humanity program in Louisiana, a total of four hundred and fifty-three houses have been constructed in the State.

In June of 2002, \$10 million in low-interest rate home loans became available for certified public school teachers in the State. This program enabled approximately one hundred teachers to become homeowners. In FY 2004, the State plans to continue to provide teachers assistance for homeownership by providing set-asides throughout the year in its various programs.

Workshops and seminars for both non-profit and for-profit developers will continue to be offered to provide necessary technical assistance in structuring projects which leverage various sources of both public and private funding. The Louisiana Housing Finance Agency will continue to certify and assist Community Housing Development Organizations (CHDOs) in the development and construction of affordable rental housing and single-family homes. Additionally, below market financing may be made available for eligible borrowers through a set-aside of MRB/HOME funding for the purchase of single-family homes that are developed or constructed by the CHDOs.

Louisiana Housing Finance Agency programs will encourage the development of partnerships between for-profit developers, non-profit organizations, local governmental units, commercial lending institutions and State and federal agencies in an effort to reduce barriers and garner community support for affordable housing.

## **LEAD BASED PAINT HAZARDS**

The Residential Lead-Based Paint Hazard Reduction Act of 1992, also known as Title X of the Housing and Community Development Act of 1992, amended the Lead-Based Paint Poisoning Prevention Act of 1971 (Lead Act), which establishes the current Federal lead-based paint requirements. The new "Requirements for Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance - Final Rule" (24 CFR Part 35) implements sections 1012 and 1013 of the Lead Act, and was published on September 15, 1999. The new requirements took effect on September 15, 2000, with the requirements differing depending on the nature of the activity, the amount of Federal funding, and the duration of the Federal government's relationship with the grantee.

The new regulation organizes the requirements based on three types of program activity: Rehabilitation (Subpart J), Tenant-Based Rental Assistance (Subpart M), and Acquisition, Leasing, Support Services, and Operations (Subpart K). Table 5 summarizes the notification, lead hazard evaluation, lead hazard reduction, ongoing maintenance, and environmental intervention blood lead level requirements for each of these three program activities. Make note that the rehabilitation activity requirements fall into three categories based on the rehabilitation "hard costs". These "hard costs" do not include the costs of complying with lead hazard evaluation or reduction requirements.

Training activities during the FY 2004 program year will focus on all aspects of lead hazard reduction such as maintenance, remodeling, supervision, and abatement procedures. The training activities are sponsored by HUD and are provided at no cost to the participants.



TABLE 5

**SUMMARY OF LEAD-BASED PAINT REQUIREMENTS BY ACTIVITY**

	Rehabilitation (Subpart J)			Tenant Based Rental Assistance (TBRA) (Subpart M)	Acquisition, Leasing, Support Services, and Operations (A,L,SS,O) (Subpart K)
	<\$5,000	\$5,000 - \$25,000	>\$25,000		Homebuyer and Special Needs*
<b>Approach to Lead Hazard Evaluation and Reduction</b>	Do no harm	Identify and control lead hazards	Identify and abate lead hazards	Identify and stabilize deteriorated paint	Identify and stabilize deteriorated paint
<b>Notification</b>	Yes	Yes	Yes	Yes	Yes
<b>Lead Hazard Evaluation</b>	Paint Testing	Paint Testing and Risk Assessment	Paint Testing and Risk Assessment	Visual Assessment	Visual Assessment
<b>Lead Hazard Reduction</b>	Repair surfaces disturbed during rehabilitation	Interim Controls	Abatement (Interim Controls on exterior surfaces not disturbed by rehabilitation)	Paint Stabilization	Paint Stabilization
	Safe work practices Clearance of work site	Safe work practices Clearance of unit	Safe work practices Clearance of unit	Safe work practices Clearance of unit	Safe work practices Clearance of unit
<b>Ongoing Maintenance</b>	For HOME rental only	For HOME rental only	For HOME rental only	Yes	Yes (if ongoing relationship)
<b>EIBLL Requirements</b>	No	No	No	Yes	No
<b>Options</b>	Presume lead- based paint Use safe work practices on all surfaces	Presume lead- based paint and/or hazards Use standard treatments	Presume lead- based paint and/or hazards Abate all applicable surfaces	Test deteriorated paint. Use safe work practices only on lead-based paint surfaces	Test deteriorated paint. Use safe work practices only on lead-based paint surfaces.
* Special Needs Housing may be subject to the requirements of Subpart J, M, or K depending on the nature of the activity undertaken. However, since most special needs housing involves acquisition, leasing, support services, and operations, for the purposes of this table, it has been placed in this column.					

Source: Developed by ICF Consulting for HUD Office of Lead Hazard Control (April, 2000).

The new lead based paint regulations made several important changes in the requirements for certain projects financed with HOME funds with respect to testing and abatement. Prohibitions against using dangerous methods of removing paint took effect on September 15, 2000, one year after publication. The purpose of the one year phase-in period was to provide time for owners and managers of housing, and local program administrators to learn about the requirements and plan and budget for compliance. The Louisiana Housing Finance Agency has contracted with lead-certified personnel that have evidenced the capacity to assist the agency in the appropriate area as required by the regulations.

The lead-based paint regulations described in 24 CFR Part 35 require that the lead hazard evaluation and reduction activities be carried out for all proposed HOME-assisted projects constructed before 1978. Applications for rehabilitation funds for existing buildings constructed before 1978 must include a lead hazard evaluation by appropriate lead-certified personnel. The application must include a detailed lead hazard reduction plan that identifies, within the rehabilitation budget, the costs associated with reduction of the lead hazards in accordance with the regulation and guidelines. All reservations are conditioned upon the completion of all lead hazard reduction, evidenced by a clearance report performed by appropriate lead-certified personnel.

Listed below are some of the changes in the lead-based paint regulations:

1. A visual assessment of all interior painted surfaces such as hallways, laundry rooms, garages and exterior surfaces of the building in which the unit is located must be conducted to identify deteriorated paint.
2. All deteriorated surfaces must be stabilized to pass a physical inspection.
3. Safe Work Practices must be used in conducting paint stabilization.

The program implication of the new lead based paint regulations is far reaching in many aspects. LHFA housing program managers and housing program staff are collaborating with HUD and the Department of Environmental Quality to assure that all projects funded by LHFA utilizing HOME funds meet the new lead based paint requirements and all applicable federal laws.

The strengthening of the lead based paint regulations has made an impact on the Emergency Shelter Grants Program. The lead based paint guidelines have been included in the application for funds and all governments receiving funds are required to give a written statement on compliance with respect to each project. Most emergency shelters are generally exempt because they fall under the zero-bedroom dwelling exemption. At the time of transmittal of the grant agreement, projects that have indicated they will use funds for homeless prevention are referred to the Emergency Shelter Grants Desk Guide for guidelines on lead-based paint regulations. The Department of Social Services will endeavor to insure that child-occupied space will be lead safe when the spaces are occupied by children less than six years of age. With respect to funds used for rehabilitation, 24 CFR 35.900 (3) states “for the purposes of the Emergency Shelter Grants Program...the requirements of this subpart shall apply to activities for which program funds are first obligated on or after September 15, 2000.”

## **POLICIES FOR THE REDUCTION OF THE NUMBER OF FAMILIES BELOW POVERTY LEVEL**

According to information pertaining to states released by the Census Bureau in October, 2002, Louisiana had the nation's highest rate of poverty in 1999. In 1999, 18.3 percent of Louisiana's residents lived in poverty. That figure means that 800,648 people in Louisiana lived below the poverty line in 1999. Nationally, 11.9 percent of Americans lived in poverty in 1999. A family of four was considered poor if its income was below \$17,029 per year.

Three nonentitlement parishes in Louisiana had more than thirty percent poverty rates in 1999 including East Carroll Parish (40.1 percent), Tensas Parish (32.6 percent), and Madison Parish (31.3 percent). The lowest poverty rates in nonentitlement parishes were in St. Tammany Parish (11.1 percent), Ascension Parish (11.6 percent), Cameron Parish (11.8 percent), and Livingston Parish (12.1 percent). Based on the information issued by the U. S. Census Bureau in September of 2002, the percent of people in poverty in Louisiana for a three year average (1999, 2000, and 2001) was 17.5 percent. According to the Census Bureau, averaging poverty rates over several years improves the estimates reliability.

The median household income in Louisiana in 1999 based on a three year average was \$33,218, the seventh lowest in the United States, compared to the national average of \$39,657. (Louisiana had the tenth lowest median household income in 1997 and the ninth lowest median household income in 1998.) The states with lower median household incomes were Arkansas, Mississippi, Montana, New Mexico, North Dakota, and West Virginia.

Based on information released by the U. S. Department of Commerce in April of 2001, Louisiana had a 4.4 percent increase in personal income in 2000, but this was the third slowest increase in the nation. After inflation, America's overall buying power increased by 4.9 percent, however, Louisiana's buying power only grew by 2 percent. The State's average personal income was \$23,334, which is among the ten lowest income states. Connecticut had the highest per capita income of \$40,640. One important factor in Louisiana's rating was the decline in the price of oil; also, farm earnings decreased. Industries that gained earnings were transportation and utilities services and financial services. Other states with slow per capita income gains were Alabama, Mississippi, Hawaii, and West Virginia.

Based on information provided in December of 2000, about 27,000, or 1.5 percent of Louisiana families, were on welfare. This number is down from 60,790 in 1997, due to the State's welfare-to-work efforts. State officials are concerned, however, that there are many impoverished people who do not get enough assistance and need more time because of circumstances such as mental health problems, substance abuse, and other disabilities. They would like to extend the current twenty-four month time limit to the sixty month lifetime limit allowed under federal law. State officials would also like to see a \$50 per-month increase in benefits, an up-front diversion program, and an income tax break for two-parent families with low income. It states that many families that leave the welfare system are employed, but still poor.

As is stated in the Consolidated Plan, Louisiana's anti-poverty strategy is to create more jobs, more employment enhancements and more educational opportunities in order to reduce the number of households with incomes below the poverty line. These primary focal points are believed to assure continued economic growth for Louisiana and will result in increased resources for deployment in its anti-poverty strategy.

YouthBuild is a comprehensive youth and community development program as well as an alternative school. YouthBuild, designed to run on a twelve month cycle, offers job training, education, counseling, and leadership development opportunities to unemployed and out of school young adults, ages sixteen to twenty-four, through the construction rehabilitation of affordable housing in their own communities. Many graduates go on to construction related jobs or college. Alumni receive post-program counseling. The buildings that are rehabilitated or constructed during the program are usually owned and managed by community based organizations as permanent low income housing.

One of the YouthBuild programs in the State is YouthBuild Delta; YouthBuild Delta is a twelve month youthbuild training program serving adults in East Carroll, Madison, Tensas, and Richland parishes. The program offers construction training, a \$250 biweekly work stipend, work in adult basic education toward a GED, personal support/counseling, training in community leadership, and placement in jobs or continuing education at the end of the year's training. The lead agency for the YouthBuild Delta program is the Louisiana Technical College – Tallulah which received its first grant in October, 1996. The major program partners include the Town of Lake Providence, City of Tallulah, Town of Rayville, Northeast Louisiana Delta Community Development Corporation, Private Industry Council of SDA 83, University of Louisiana at Monroe, and Louisiana Tech University. YouthBuild Delta operates training sites in Lake Providence and Tallulah.

In February of 2000 a federal grant worth as much as \$20 million over the next five years was awarded to prepare teenagers and young adults in East Carroll, Madison, and Tensas parishes to enter the job market. This grant was awarded by the United States Department of Labor. This grant was one of six granted nationwide to rural areas. The grant is to provide job-training opportunities "to young people who are most at risk of permanent joblessness." According to the application which was submitted by the Monroe Workforce Investment Board, residents in the area to be served by the grant "have the lowest median income for a family of four in the nation, which is less than half the official poverty level of \$14,764. More than sixty percent of the population does not have a high school diploma." The work force program will be operated from the technical college at Lake Providence and from a building that will be donated by Tallulah. The funds will train youth in occupations including hospitality, welding, pipefitting, and ship fitting. The money will help serve six hundred and thirty out-of-school and three hundred and seventy in-school youth in the area.

The following six programs were recently established in the State; these programs will assist in the reduction of families below the poverty level.

In December, 1998, the Department of Economic Development, Economic Development Corporation implemented the Louisiana Small Business Linked Deposit Loan Program. The program is designed to benefit economically disadvantaged business owners and entrepreneurs who are most at risk of exclusion from the capital markets. The Linked Deposit is a certificate of deposit placed by the State with an eligible lending institution at a percentage below existing investment rates, provided the

institution agrees to provide a loan to an eligible small business. The lending institution must sign a statement that “but for” the additional cash flow from the program, the lender would not have made the loan. Priority is made for Louisiana businesses located in high unemployment areas. The eligible business must certify that the reduced rate loan will be used exclusively to create new jobs or preserve existing jobs and employment opportunities in the State.

Funds have been appropriated by the State for the Community and Technical Colleges Investment Fund through the Louisiana Workforce Commission for use in efforts to ensure the responsiveness of state community and technical colleges toward meeting the needs of Louisiana’s businesses and industries and the needs of Louisiana’s citizens for the development of a quality workforce. The colleges are eligible for training funds if they develop a partnership with one or more employers for the purpose of designing training programs to produce skilled workers in a particular trade or technical occupation. Criteria for selection include long-term job demand, level of employer interest, average hourly wage rates projected for employed trainees upon completion of training, opportunities for career advancement, and capacity for bringing qualified disadvantaged citizens, welfare-to-work participants, inmates or parolees into the workforce.

In February, 1999, the Department of Economic Development initiated the Economic Development Award Program, (EDAP). The purpose of the program is to finance publicly owned infrastructure for industrial or business development projects that promote economic development and that require state assistance for basic infrastructure development. Preference will be given to projects located in areas of the State with high unemployment levels. Projects must retain or create at least ten permanent jobs in Louisiana.

The Regional Initiatives Program was begun in February, 1999, to stimulate regional economic development efforts by encouraging existing public and private organizations to combine financial and leadership resources to market their shared strengths to overcome their common deficits. Preference will be given to projects that are regional in scope, those that have a positive economic impact on at least an entire parish, and rural areas and areas currently not receiving economic development funds from the State.

Also in February of 1999, the Department of Economic Development initiated a third new program, the Workforce Development and Training Program. This program is designed to develop and provide customized workforce training programs to existing and prospective Louisiana businesses as a means of:

1. improving the competitiveness and productivity of Louisiana’s workforce and business community;
2. upgrading employee skills for new technologies or production processes; and
3. assisting Louisiana businesses in promoting employment stability.

This program provides three types of training assistance for companies seeking prospective employees whom possess sufficient skills to perform the jobs to be created by the companies. The training to be funded can include:

1. pre-employment training for which prospective employees are identified and recruited for training with the knowledge that the company will hire a portion of the trainees;

2. on-the-job training for employees that is needed to bring the employees up to a minimum skill and/or productivity level; and
3. incumbent training for companies seeking to improve the skills of existing employees in response to technological advances or improved production processes.

In 1998, the Louisiana Legislature adopted rules for the Tuition Opportunity Program for Students (TOPS). This program is administered by the Student Financial Assistance Commission, Office of Student Financial Assistance. The purpose of this program is “to provide an incentive for Louisiana residents to academically prepare for and pursue postsecondary education in this state, resulting in an educated work force enabling Louisiana to prosper in the global market of the future.” This is an excellent opportunity for Louisiana residents that meet the academic requirements of the program who otherwise may have been unable to afford postsecondary education.

In January, 1997, the Louisiana Department of Social Services (DSS) implemented welfare reform in Louisiana as a result of both state and federal legislation. State and federal laws replaced the entitlement program, AID to Families with Dependent Children (AFDC) and the JOBS program with a block grant - the Temporary Assistance to Needy Families (TANF) grant program. The department’s cash assistance program was re-named the Family Independence Temporary Assistance Program (FITAP). Project Independence, Louisiana’s JOBS program, became the Family Independence work program (FIND Work) and began operations under that title in May, 1997. The overall goal of the Family Independence Temporary Assistance Program (FITAP) is to decrease long term dependency on welfare assistance through job preparation, work and marriage. Funds are also being used on efforts to prevent out-of-wedlock pregnancies and encourage the formation and maintenance of two-parent families. All teen parents must attend parenting skills classes. Under the mandates of the welfare reform legislation, public assistance will no longer be a lifetime benefit. Instead, it is to be an opportunity to become independent after a financial crisis.

The number of FITAP cases in Louisiana as of October, 2002 was 21,016. In an effort to assist FITAP recipients to become employed, the FIND Work program provides an array of services including child care, transportation, education, job skills training, job search, community work experience, and other work-related activities. Fundamental to the program’s success is the provision of child care and other support services as well as intensive case management counseling services. From January 1, 1997, to September 30, 2002, FINDWork statistics reflected 73,609 job placements. The program has assisted 8,639 individuals to participate in and graduate from job skills programs (vocational schools and other providers). Another 1,788 participants received assistance to achieve their high school or GED diplomas, 183 to obtain associate degrees, and 271 to receive their four year college degrees. As of September, 2002, 834 participants were involved in unpaid community service to enhance their work skills and experience in order to more effectively compete in the job market.

In addition to the FITAP and FINDWork programs, the Department of Social Services, Office of Family Support also administers the Louisiana Child Care Assistance Program (CCAP). This subsidy program helps low income families pay for the child care they need in order to work or attend school or training. In October, 2002, statewide the program was serving 44,288 children and providing assistance totaling \$10,450,250. Monthly payments are based on the number of hours the parents work or attend school or training, the amount charged by the child care provider, family size and household income. Parents can select any Class A child care center, school-based before and after school program, registered family child day care home, or in-home provider. Parents can apply by

completing an application form and mailing it to one of the parish offices handling child care along with verification of their income. An interview is not required. In addition to the CCAP subsidy program, the Office of Family Support administers a variety of other activities that improve the availability of child care in Louisiana through the State's Child Care and Development Fund.

Under the State's Low-Income Home Energy Assistance Program (LIHEAP), federal funds totaling \$18,019,134.00 were made available for the 2003 program year (October 1, 2002 - September 30, 2003) to provide energy assistance payments to more than 50,000 low-income households throughout the State. Of the households served, twenty-seven percent will contain at least one disabled individual, thirty-eight percent will contain at least one elderly member over the age of sixty years and thirty-three percent will contain at least one child age five years or under. The maximum benefit offered is \$430 for households with at least one elderly person, disabled individual, or child age five and under and the minimum benefit is \$250. (The statistics are based on the total number of persons served under the 2002 LIHEAP Federal Fiscal Year Program, which ran January 1, 2002 through September 30, 2003.)

The LIHEAP Crisis Intervention Assistance policy allows the provider of services the discretion to request a waiver to any LIHEAP policy to assist applicants in an energy related crisis situation. This policy allows additional benefits to eligible households to prevent or eliminate homelessness. Families who have been displaced from their home as a result of a natural catastrophe (fire, flood windstorm) may receive needed benefits to assist in the cost of re-establishing energy (heating and cooling) services. Assistance is available to families to transition from shelters to private housing by providing payments for energy service deposits and costs. Providers have the opportunity to determine the extent of each applicant's need and request approval to meet that need. No limit has been established relative to the amount of assistance available. Each request for a waiver will be reviewed on its own merit.

In 1995, four areas in Louisiana were designated as Enterprise Communities. The U. S. Department of Housing and Urban Development designated census tracts within New Orleans and Ouachita Parish as Urban Enterprise Communities. The U. S. Department of Agriculture designated portions of Catahoula, Concordia, Franklin, Morehouse, and Tensas Parishes in northeast Louisiana, and census tracts within Madison Parish as Rural Enterprise Communities. Eligibility criteria included population, poverty, and distress (pervasive poverty, unemployment, and general distress). These communities each received grant awards of \$2,858,947 as well as tax and other incentives for the purpose of combating poverty and promoting community and economic development. Areas designated as enterprise communities will retain their designation for up to ten years. The Department of Social Services, Office of Community Services, is the state agency responsible for administration of the Enterprise Community Grants.

#### Other Special Initiatives - For Information Purposes

As previously discussed, Louisiana will continue programs and initiatives in the areas of education, vocational training, literacy, and workforce development to alleviate the conditions of

poverty in the State. Examples of such activities are:

Through a grant from the U. S. Department of Labor, the Louisiana Department of Labor continued development of One-stop Career Centers throughout the State. Ultimately there will be at least one center in each parish offering the services available in its area, ranging from large comprehensive regional service centers to career information centers with access to career development and job information with minimal staff assistance. The One-Stop system built as a partnership between local and State initiatives, and now mandated by the recently enacted Workforce Investment Act, is designed to link local service providers into a seamless service delivery system that facilitates the growth and development of the Louisiana labor force.

The objectives of the One-Stop Center system are to ease customer access through a single point of entry to all services, to establish a unified approach to program intake, assessment, case management, job placement; to accomplish a better match of training and placements with labor market needs, to ease employer use by unifying all employer-related services so they can be accessed via one liaison person and to increase the number of businesses using public employment and training services, and to establish a unified development planning process to offer a comprehensive response to the full array of workforce development needs. Each One-Stop Center is a physical location where customers receive high quality, user friendly, employment, training and labor market information from knowledgeable staff. Each center contains a Career Resource Center which allows customers to explore job and training information at their own speed. The Job Service, JTPA, Department of Social Services (Work First), Women's Services, Adult Education, Vocational Technical Colleges, Vocational Rehabilitation, Elderly Affairs, HUD and Community Action Agencies with local business advice and support are working together as a team to make services readily available to all customers. Electronic linkages via the Internet allow universal access to information and services throughout each community. Services are available in the areas of career exploration, career development, and job search assistance. Available equipment includes computers installed with word processing training packages and resumé preparation packages, Internet access, laser jet printers, copying machines and fax machines.

## **INSTITUTIONAL STRUCTURE**

The State shall continue to encourage interagency cooperation in the development and implementation of housing and non-housing support service policy and delivery mechanisms through the regular workings of the four agencies involved in the consolidated planning process. Examples of how the State is working with other sources to address any gaps which may exist are identified as follows.

Under the FY 2004 Program, monies are being set-aside to fund water and sewer projects using the self-help technique (LaSTEP fund). These grants will reduce the cost of construction by reducing the project to the absolute essentials and by utilizing the community's own resources (human, material, and financial). Partnerships will be formed among local and state governments, water and sewer districts, and local citizens. Based on the previously funded LaSTEP projects, it is estimated



that there will be an average savings of approximately fifty percent in construction costs.

Financial gaps may exist as a difference between the amount of FY 2004 LCDBG funds available for a project and the total amount of funds needed to complete the project. These gaps are often addressed by the injection of local, private, and other state and/or federal funds.

The State will continue to promote the further development and capacity of Community Housing Development Organizations (CHDOs) to develop, own and sponsor affordable housing projects. The State also plans to continue its coordination with local banks, mortgage lenders, and financial institutions in the development of housing and economic development projects. Selection criteria has been added to applications for the Low Income Housing Tax Credit and HOME affordable multi-family rental housing program to provide an incentive for the development of housing in areas targeted by the Louisiana Department of Economic Development to benefit from the location of new facilities.

## **COORDINATED STRATEGY**

The Office of Community Development coordinates its activities with other state and federal agencies. Under the rating system for the public facilities applications, a maximum of fifty points can be assigned for project severity; those project severity points account for approximately seventy-two percent of the total points (69) comprising the rating system. The Office of Community Development works with the Louisiana Department of Health and Hospitals, the Louisiana Department of Environmental Quality, and the Property Insurance Association of Louisiana in the determination of the assignment of those points.

Under the housing and LaSTEP program components, it is anticipated that projects will be funded which involve partnerships with private businesses, non-profit organizations, civic organizations, volunteer groups, churches and local citizens.

Through its economic development program, the LCDBG staff expects to work in conjunction with private financing sources that include, but are not limited to, banks, savings and loans, and for-profit businesses.

Based on past experience, it can be projected that many of the projects funded during the FY 2004 program year may involve coordination with the U. S. Department of Agriculture-Rural Development, Louisiana Department of Economic Development, Louisiana Department of Agriculture, and the Governor's Office of Rural Development.

The State's point systems for the rating of housing and public facilities applications under the LCDBG Program include one bonus point for those applicants which have target areas within the boundaries of a federally designated Enterprise Community, Empowerment Zone, or Renewal Community as defined by the U. S. Department of Agriculture and/or the U. S. Department of Housing and Urban Development.

The Louisiana Housing Finance Agency (LHFA) will conduct several workshops on a statewide basis to provide information and technical assistance to local governmental units, non-profit organizations, developers, lenders and real estate practitioners with emphasis on affordable housing programs and related issues. LHFA has also executed a Memorandum of Understanding (MOU) with the U.S. Department of Agriculture Rural Development staff (formerly Farmers Home Administration). All affordable rental housing applications utilizing HOME funds are required to submit a certification that the local offices of HUD and Rural Development were contacted concerning the construction of the proposed project. Developers must acknowledge in writing that the construction of the proposed project will not have an adverse impact on existing multifamily housing developments which have been either sponsored, subsidized, funded or insured by HUD or USDA.

The selection criteria under the HOME and Low Income Housing Tax Credits Programs have been and will continue to be structured to address Louisiana's identified housing priorities and to provide for coordination with the Louisiana Department of Economic Development, U. S. Department of Agriculture Rural Development, and local housing authorities. Bonus points may also be awarded to projects which are certified by associations representing the homeless, such as a regional Continuum of Care Organization that provides one or more buildings for homeless or other special needs persons within multi-building projects.

The principal State coordinating mechanism for homeless assistance services is the Louisiana Interagency Action Council for Homeless. This council was originally established in 1990 by Executive Order of Governor Buddy Roemer, and re-authorized by Governor Edwin Edwards in 1992 and by Governor Mike Foster in 1996. This state council is composed of representatives of the following agencies and interest: Governor's Executive Office (1), Governor's Offices of Elderly Affairs (1), Veterans Affairs (1), Women's Services (1), Louisiana Housing Finance Agency (1), Department of Corrections: Office of Adult Services (1), and Office of Youth Services (1), Department of Education (1), Department of Labor (1), Department of Health & Hospitals: Bureau of Health Services Financing (1) and Office of Alcohol & Drug Abuse (1), Office of Mental Health (1), Office of Citizens with Developmental Disabilities (1), Office of Public Health (1), Department of Social Services: Office of Community Services, Child Welfare Program (1), Grants Management Division (1), Office of Family Support (1), La. Rehabilitation Services (1), member - La. House of Representatives, member - La. Senate, member - Drug Policy Board, 3 members - Service Providers, 2 members - local government agencies, 2 members - local advocacy groups, member - non-profit legal services agency, 4 members - at large.

The duties of the council are to:

- \* Prepare an annual assessment and evaluation of service needs and resources for the homeless of the State.
- \* Research and assist in the development of funding resources for homeless services.
- \* Insure that services for all homeless persons of the State are appropriately planned and coordinated thereby reducing duplication among programs and activities by state agencies and other providers of services. The council shall participate in the development of all planning related to the McKinney Act .

- \* Monitor and evaluate assistance to homeless persons provided by all levels of government and the private sector and make or recommend policy changes to improve such assistance.
- \* Assure flow of information among separate service providers, government agencies and appropriation authorities.
- \* Disseminate timely information of federal, state or private resources available to assist the homeless population.
- \* Consult and coordinate all activities with the Federal Interagency Council for the Homeless, HUD and all other federal agencies that provide assistance to the homeless.
- \* Submit an annual report of its activities to the governing bodies of the agencies represented on the council.
- \* At least thirty days prior to the opening of the legislative session, the council shall submit a report to the Governor and the Legislature recommending improvements to the service delivery system for the homeless. The report shall also detail any actions taken by the council to improve the provision of services for the homeless and include recommendations to improve the operation of the council.

The State Emergency Shelter Grants Program includes in its selection criteria “coordination and linkage of the proposed project with available community resources “ and “the extent to which the proposed activities will complete the development of a comprehensive system of services which will provide a continuum of care to assist homeless persons to achieve independent living.”

The HIV/AIDS Program coordinates many of the HIV-related service delivery programs, grants and contracts in the State in order to coordinate service delivery to eligible individuals throughout Louisiana. This includes the management of the annual HOPWA allocation; the annual Ryan White CARE Act Title II award, which includes the administration of the AIDS Drug Assistance Program (ADAP), the Health Insurance Continuation Program, Home Based Care/Hospice services, the Co-payment and Deductible Assistance Program (CDAP), and all supportive social services provided at the regional level, as well as the provision of legal services and primary medical care; the oversight of the eight HIV CARE Consortia; collaboration with the New Orleans Regional AIDS Planning Council and the Mayor’s Department of Health Policy; providers of Ryan White CARE Act Title III, IV and Part F services; coordination of primary medical care and medications with the ambulatory care sites at each of the regional public medical centers; and communication with other State offices, including the Office of Mental Health, the Office of Addictive Disorders, the Office of Citizens with Developmental Disabilities, other key programs within the Office of Public Health, Louisiana Medicaid and the Louisiana Children’s Health Insurance Program (LaCHIP).

## **PUBLIC HOUSING RESIDENT INITIATIVES**

The State of Louisiana does not have a State agency which administers public housing funds.

Public housing authorities throughout the State are on the compiled mailing list maintained by

the State agencies participating in the consolidated planning process. The public housing authorities are notified of the comment periods and public hearings held for the purpose of receiving comments on the housing and community development needs of the State, on the proposed consolidated plans and annual action plans, and consolidated annual performance and evaluation reports.

All of the housing policies of the Louisiana Housing Finance Agency as reflected in the State Qualified Allocation Plan for low income housing tax credits and the allocation of HOME Funds in non-entitlement communities are adopted, as established by its board of commissioners, following a public notice of a public hearing to discuss these policy and funding initiatives. Public housing authorities throughout the State are specifically invited to attend these public hearings and to provide specific input. The Board of Commissioners of the Louisiana Housing Finance Agency (LHFA) has a representative of the public housing authorities as a member who has always mediated information and partnership initiatives with the public housing authorities throughout the State. Initiatives implemented by LHFA include:

- \* The \$300,000 limitation of tax credits per project has been increased to \$400,000 in connection with projects sponsored by public housing authorities receiving HOPE VI funds.
- \* A special sub-pool of tax credits amounting to 3.5 percent of the total amount allocated to each Congressional District has been established to allocate low income housing tax credits to housing developments sponsored or developed by public housing authorities. Each of the State's seven congressional districts is allocated fourteen percent of the State's credit ceiling.
- \* All market studies for new construction submitted by Qualified Housing Consultants must contain a certification as to the status of the local public housing agency's waiting list of eligible tenants who may occupy the low income units of a low-income housing development funded with Agency resources and must further certify that percentage of vacancies in the habitable units of the public housing authority.
- \* Bonus points are awarded to developers of low income housing seeking resources from the Agency if the developer submits an executed referral agreement with the local public housing authority pursuant to which the developer agrees to rent low income units to households at the top of the public housing authority waiting list.

## **TROUBLED PUBLIC HOUSING AUTHORITIES**

Based on information provided by the U.S. Department of Housing and Urban Development, the following nine public housing authorities in nonentitlement areas of the State are identified as "troubled": Crowley, East Hodge, Elton, Independence, Lake Arthur, Parks, St. James Parish, St. John the Baptist Parish, and Winnfield. All of these agencies have submitted a recovery plan or memorandum of agreement to HUD.

## **CERTIFICATIONS OF CONSISTENCY**

As in the past, the State will continue to review applications for HUD funds which are

submitted by non-profit organizations, public housing agencies, et cetera, and which require a Certification of Consistency with the State's Consolidated Plan.

In accordance with federal regulations, all public housing agency plans in non-entitlement areas must include a certification signed by the appropriate state official stating that the PHA plan is consistent with the State's Consolidated Plan; those plans must also include a description of the manner in which the applicable plan contents are consistent with the State's Consolidated Plan. As per a memorandum from the State's Office of Community Development dated October 29, 1999, the State advised all of the public housing agencies and Section 8 agencies in non-entitlement areas of the review procedure that has been established for those agencies to receive the necessary certification of consistency.

## **MONITORING**

Program evaluation and monitoring is the mechanism by which the State of Louisiana provides administrative oversight to recipients of HUD funds. The compliance standards required for the specific HUD program, as well as the standards required by other applicable federal and state requirements, have been adopted by the four State agencies administering the HUD funds. Staff in the four state agencies are charged with the responsibility of assuring that all recipients of funding carry out their program activities in accordance with all applicable laws and regulations. In carrying out this responsibility, program staff will strive to identify problems early in program implementation, isolate the causes, and assist in corrective measures. These monitoring activities will be conducted in a positive, assistance-oriented manner, and when feasible, deficiencies will be corrected on-site through technical assistance. Program monitoring and evaluation primarily consists of three functions: education, ongoing evaluation and technical assistance, and on-site assistance.

The Office of Community Development will conduct a workshop for its newly funded grantees during the FY 2004 program year. The main thrust of this workshop will be to provide guidance to the local governing bodies and their architects or engineers and administrative consultants regarding their responsibilities during program implementation. A very detailed handbook and other program specific manuals and handouts will be provided to the attendees for their use on the local level. As has been done in past years, the Office of Community Development may conduct one or more technical assistance workshops during the FY 2004 program year. The need for and topics for those potential workshops are yet to be determined.

Routine in-house evaluation and assistance are the primary means of tracking grantee performance/compliance on a day to day basis, determining the need for technical assistance, obtaining data as part of planning the on-site visits, and determining the need for exception site visits. Mechanisms used by the LCDBG staff for in-house evaluation and assistance include, budget reconciliations, requests for program amendments, citizen complaints, tickler and exception reports generated by the computer, requests for payments, contract including the time schedule of activities to be accomplished, audits, et cetera.

The Office of Community Development will conduct on-site monitoring of its local LCDBG programs during the FY 2004 program year. On-site monitoring includes reviews of grantee performance and compliance as well as the provision of technical assistance to facilitate the correction

of any problems identified. At least one on-site visit is conducted for each grant; those visits are generally scheduled once the overall program expenditures reach fifty percent. In addition to those regularly scheduled visits, exception visits are conducted when necessary to provide technical assistance for the purpose of dealing with specific problems that might arise.

The Compliance Division of Louisiana Housing Finance Agency will actively monitor all HOME properties. When monitoring, the staff ensures that owners/property managers are: complying with occupancy and rent restrictions applicable to the HOME program; maintaining the physical condition of the units in accordance with Housing Quality Standards (HQS); maintaining appropriate project records, tenant certifications, and documentation; taking required corrective action; and remaining informed about HOME program changes.

In accordance with 24 CFR Part 92.504 Final Rule, site inspections of HOME-assisted properties will be scheduled. The Compliance Division will give advance notification of the site visit to the owner to allow for scheduling conflicts, tenant notifications or other unforeseen delays. At least twenty percent of all HOME-assisted units in a property will be reviewed. The HOME-assisted units must meet HUD's definition of Housing Quality Standards to assure safe, decent and sanitary conditions. If the Compliance Division observes deficiencies, owners must rectify them within appropriate time frames. The Compliance Division will resolve of any problems arising from the inspection.

At the option of the Compliance Division, an audit of the tenant files will be conducted on-site or a desk review will be performed in the office. This review ensures that record keeping requirements regarding leasing, rent and income limits and all other factors regarding tenant eligibility are satisfied.

The HOME program regulations require all participating jurisdictions to use Section 8 program income definitions. To be eligible for assistance under the HOME program, ninety percent of the households must have incomes at or below sixty percent of the median income as adjusted by household size at the time of initial move-in. The remaining ten percent may have incomes that do not exceed eighty percent of the area median income. The Compliance Division monitors this requirement and in the event there is a discrepancy, correction must be made and documented.

The Department of Social Services/Office of Community Services has instituted comprehensive procedures to monitor compliance with program rules by recipient local governments and nonprofit subgrantees under the State Emergency Shelter Grants Program. As part of the initial application review process, specific components of project proposals are evaluated with respect to compliance with program rules. This assessment influences the selection of project proposals to be funded and the amounts of grant funds awarded to individual projects. As necessary and appropriate in the negotiation and development of grant agreements by the State, local governments and/or project sponsors are instructed to revise proposals and budgets to eliminate ineligible activities and/or to align proposed activities more strictly in conformance with ESGP and HUD regulations. As prescribed by program rules, the State assumes HUD's role with respect to oversight of compliance with environmental statutes and authorities, and issues the release of funds only after the requisite environmental clearance is completed and submitted by ESGP recipients/local governments. State fiscal procedures require that payment requests be submitted on DSS supplied forms which identify the costs claimed by ESGP eligible category and describe the sources and amounts of matching funds.

A process for budget revisions requires that recipients submit requested revisions in writing for approval by the State when revisions involved new line items or transfer of funds between ESGP categories. Standard contractual provisions require that grantee local governments submit copies of their audit reports to DSS. Audit review staff of DSS reviews local governments' audit reports for findings relative to programs administered by DSS and follow up is implemented on appropriate measures to resolve audit findings.

On-site monitoring of recipient local governments under the State ESG Program shall be performed annually by the Office of Community Services' Contracts and Eligibility Section. Monitoring issues shall include all relevant statutory and regulatory provisions applicable to ESGP compliance as set forth in Title 42 of the United States Code (U.S.C.) Sections 11371 -11378, Title 24 Part 576 of the Code of Federal Regulations (CFR), HUD Handbook 7300.00, Monitoring Guidance for HUD Field Offices and Grantees under the Emergency Shelter Grants Program and HUD environmental review regulations in 24 CFR part 58. Major areas of program compliance which shall be covered during the on-site monitoring evaluations include: client eligibility, separation of church/state compliance, financial management, procurement, environmental clearance requirements, civil rights compliance, drugfree workplace compliance, confidentiality issues, involvement of homeless persons in project, formal process for termination of assistance, record keeping and performance reporting.

The State of Louisiana, Office of Public Health HIV/AIDS Program provides administrative oversight to the recipients of the Housing Opportunities for Persons with AIDS (HOPWA) grant. Under the grant agreement with HUD the State of Louisiana agrees to ensure that each project sponsor will:

- (1) operate the program in accordance with the requirements of the applicable HUD regulations;
- (2) conduct an ongoing assessment of the housing assistance and supportive services required by the participants in the program;
- (3) assure the adequate provision of supportive services to the participants in the program; and
- (4) comply with other terms and conditions, including record keeping and reports (which must include racial and ethnic data on participants) for program monitoring and evaluation purposes of carrying out the program in an effective manner.

The State of Louisiana further agrees that it will perform any required environmental review pursuant to HUD regulations 24 CFR Part 50 (as amended by the regulations) for each property to be acquired, rehabilitated, converted, leased, repaired or constructed with HOPWA grant funds; that it would carry mitigating measures required by HUD or select an alternate eligible property; and that it would not acquire, rehabilitate, lease, repair, or construct property, or commit property, until it has received notice that the environmental review was complete. Then, and only then, could a project sponsor proceed to commit or expend the HOPWA grant.

Overall, the purpose of contract monitoring is to assure that the terms and conditions of the national Affordable Housing Act of 1990 are fully implemented by the HIV/AIDS Program and the HOPWA project sponsors. The HIV/AIDS Program is interested in the ability of project sponsors to comply with these requirements, and has developed a contract monitoring process that closely review the activities of the program sponsor. In the event of non-compliance, there are opportunities for the provision of technical assistance and remediation in order to facilitate greater compliance where needed. All HOPWA project sponsors will be monitored for compliance with the aforementioned requirements at least once during the program year. The HOPWA contract monitoring process includes the submission of monthly invoices with accompanying Agency Monthly Reports, annual site visits and the provision of data elements required for the HOPWA Annual Progress Report.

All clients receiving services must have client files (charts) documenting those services and the resulting outcomes. Because HOPWA requires additional reporting and a further break out of services, the documentation in the case files will be monitored closely. Verification of invoices as they correspond to actual service delivery will also be monitored. Compliance with applicable terms of the Federal Register, the HOPWA Program Manual, the HOPWA contract between the agency and the Office of Public Health HIV/AIDS Program and any other subsequent contracts will also be reviewed by the HOPWA Coordinator, with oversight from the Services Manager, the Business Manager and the Administrative Director. Areas of non-compliance and partial compliance will be noted and corrected through on-going monitoring and a time-limited action plan and follow up process.

Monthly services reports, including use of funds, number of persons served by the activity, units of services, and client level demographic data will be submitted as noted in the HOPWA contract and HOPWA Program Manual. This information, and any additional requested information will then be provided to HUD in the annual progress report.



## **ACTION PLAN: ONE YEAR USE OF FUNDS**

### **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

#### **I. Program Goals and Objectives**

The Louisiana Community Development Block Grant (LCDBG) Program, as its primary objective, provides grants to units of general local government in nonentitlement areas for the development of viable communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Consistent with this objective, not less than seventy percent of the aggregate of fund expenditures shall be for activities that benefit low and moderate income persons.

Each activity funded must meet one of the following two national objectives:

- A. Principal benefit (at least fifty-one percent) to low/moderate income persons.
- B. Elimination or prevention of slums and blight. In order to justify that the proposed activity meets this objective, the following must be met. An area must be delineated by the grantee which:
  - 1. meets the definition of slums and blight as defined in Act 590 of the 1970 Parish Redevelopment Act, Section Q-8 (See Appendix 1); and
  - 2. contains a substantial number of deteriorating or dilapidated buildings or public improvements throughout the area delineated.

The grantee must describe in the application the area boundaries and the conditions of the area at the time of its designation and how the proposed activity will eliminate the conditions which qualify the area as slums/blight. If an applicant plans to request funds for an activity claiming that the activity addresses the slums/blight objective, the State's Office of Community Development must be contacted for the specific requirements for this determination/qualification prior to application submittal.

To accomplish these national objectives, the State has established the following goals:

- A. strengthen community economic development through the creation of jobs, stimulation of private investment, and community revitalization, principally for low and moderate income persons,
- B. benefit low and moderate income persons,
- C. eliminate or aid in the prevention of slums or blight, or
- D. provide for other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

## **II. General**

A. Application Process. This statement sets forth the policies and procedures for the distribution of LCDBG funds. Grants will be awarded to eligible applicants for eligible activities based on a competitive selection process to the extent that funds are available.

The State's Office of Community Development shall establish deadlines for submitting applications and notify all eligible applicants through a direct mailing. The applications submitted for FY 2004 funds for housing and public facilities will be rated and ranked and funded to the extent that monies are available. The ranking under the FY 2004 LCDBG Program will be used to determine the grants selected for funding under the FY 2005 LCDBG Program. In other words, the top ranked applications, to the extent that monies are available, will be funded under the FY 2004 LCDBG Program; the next highest ranked applications will be funded under the FY 2005 LCDBG Program to the extent that monies are available. Only one application for housing or public facilities may be submitted for FY 2004 funds (with the exception noted under II.G.); that same application will be considered for FY 2005 funds. No new applications for housing and public facilities will be accepted under the FY 2005 LCDBG Program. Economic development applications, demonstrated needs applications, and LaSTEP applications requesting FY 2004 LCDBG funds will be accepted on a continual basis within the time frames designated by the State's Office of Community Development.

B. Eligible Applicants. Eligible applicants are units of general local government, that is, municipalities and parishes, excluding the following areas: Alexandria, Baton Rouge, Bossier City, Terrebonne Parish Consolidated Government, Jefferson Parish (including Grand Isle, Gretna, Harahan, Jean Lafitte, and Westwego), Kenner, Lafayette Parish Consolidated Government, Lake Charles, Monroe, New Orleans, Shreveport, Slidell, and Thibodaux. Each eligible applicant may only submit an application(s) on its own behalf.

In general and in most instances, the applicant for a particular project will be determined by (will be synonymous with) the location of the potential beneficiaries of that project. There may be instances, however, in which the potential beneficiaries reside within the jurisdiction of more than one local governing body. In those circumstances, the following specific rules will apply.

1. If the proposed project will serve beneficiaries that reside in two or more units of general local government and more than fifty-one percent of those beneficiaries are located within the jurisdiction of one of those units, the appropriate applicant will usually be the unit of government in which more than fifty-one percent of the beneficiaries reside; two circumstances where an exception to this rule may apply are discussed as follows.

There may be instances whereby a local governing body owns a utility system but the majority of the users reside outside of the local governing body's jurisdiction. There may also be instances whereby a municipality wishes to extend its utility system to an adjacent, unincorporated neighborhood or street; this type of instance will require annexation of the unincorporated area prior to the closeout of the grant. In both of these instances, the local governing body which owns the utility system will be required to meet with the staff in the State's Office of Community Development to determine who the appropriate applicant will be.

Only the applicant, not the other unit(s) of government involved, for this type of project will have to meet the threshold criteria to be eligible for funding. The applicant will have to enter into a cooperation agreement with the other unit(s) of government involved; a copy of the cooperation agreement must be included in the application.

There may be other circumstances similar to the ones described but not specifically defined herein; in those instances, the local governing body proposing the project must also meet with the staff in the State's Office of Community Development for the purpose of determining the appropriate applicant.

2. If the proposed project will serve beneficiaries that reside in more than one unit of general local government and no more than fifty-one percent of the beneficiaries are located within the jurisdiction of one of those units, the Office of Community Development will consider this as a joint or multi-jurisdictional application.

All joint applications will require a meeting with the State's Office of Community Development within the Division of Administration prior to submitting the application. The purpose of that meeting will be to determine the appropriate applicant and to explain all of the steps that must be taken by all units of local government involved in the application. All local governing bodies involved in a joint application must be eligible according to the threshold criteria. The designated applicant (one unit of government) will apply for the grant and act as the representative for the other participating units. Although each jurisdiction will have to make the required certifications, the designated applicant will be responsible for ensuring that the approved activities will be carried out in accordance with all applicable state and federal requirements. To meet the citizen participation requirements for a joint or multi-jurisdictional application, each unit of government involved will have to hold the public hearings and publish the notices required for an application. The application will also have to contain individual sets of assurances signed by each local governing body involved. The designated applicant will also have to enter into a legally binding cooperation agreement with each local governing body stating that all appropriate requirements of the Housing and Community Development Act of 1974, as amended, will be complied with; those specific requirements will be discussed during the pre-application meeting with the State's Office of Community Development. A copy of the cooperation agreement must be included in the application. Each local governing body which is a part of a joint application but is not the designated applicant may submit an application on its own behalf.

C. Eligible Activities. An activity may be assisted in whole or in part with LCDBG funds if the activity is defined as eligible under Section 105(a) of Title I of the Housing and Community Development Act of 1974, as amended, and as provided in Appendix 2. While there are many activities eligible for CDBG funds, the federal regulations allow states to determine which of those activities are priorities and to allocate funds for those priorities only. For application purposes, eligible activities are grouped into the program areas of housing, public facilities, economic development, demonstrated needs, and LaSTEP projects.

D. Types of Grants. The Office of Community Development will only accept applications for single purpose grants under the housing, public facilities, economic development, demonstrated needs, and LaSTEP programs. A single purpose grant for housing, public facilities, demonstrated needs, or LaSTEP provides funds for one primary need (potable water or water for fire protection or sewer or

streets or community centers or housing, et cetera) consisting of an activity which may be supported by auxiliary activities. Single purpose economic development applications are for one project, consisting of one or more activities. Examples of auxiliary activities are drainage improvements undertaken in conjunction with street improvements, the acquisition of land upon which a wastewater treatment plant will be constructed, and the installation of service connections for a new water system.

While a housing grant may involve both housing rehabilitation and replacement housing which are two activities, it is still considered as a single purpose application because those are merely two mechanisms for addressing the need of housing improvements. An application for water system improvements which requests monies equally to upgrade the water treatment plant (potable water improvements) and to purchase a fire truck (fire protection improvements) would be considered as a multi-purpose application since the two major activities are not in support of each other and therefore do not address one need; in this example, each activity stands alone. If, however, an application requests funds for a water well which would dually provide additional potable water and additional water for fire fighting purposes, a primary need must be identified so that the application will be considered as a single-purpose application. The Office of Community Development will make the final determination as to the classification of the application.

E. Distribution of Funds. \$34,132,354 in federal funds will be available for the FY 2004 LCDBG Program. Figure 3 shows how the total funds will be allocated among the various program categories.

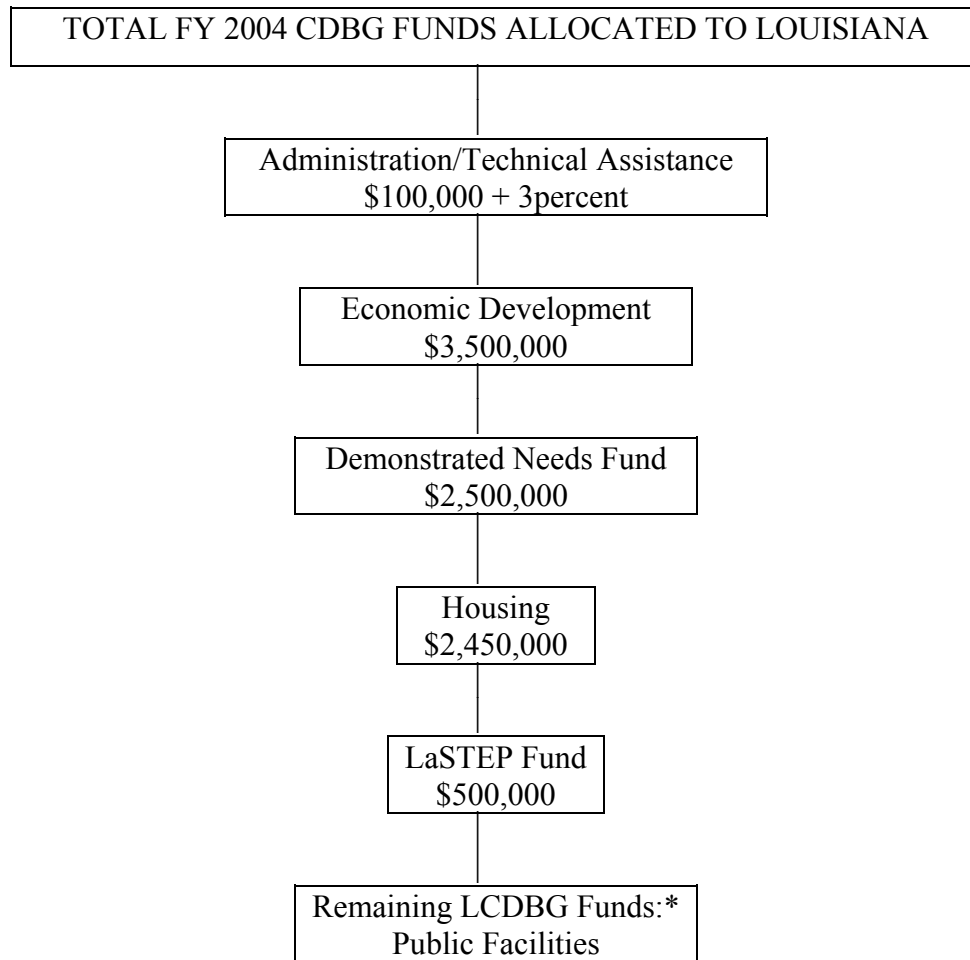
Of the total CDBG funds allocated to the State, up to \$100,000 plus three percent will be used by the Office of Community Development to administer the program (two percent) and to provide technical assistance (up to one percent).

Since the creation and retention of permanent jobs is critical to the economy of the State of Louisiana, \$3,500,000 will be allocated specifically for economic development type projects.

In addition, \$2,500,000 will be set aside for the Demonstrated Needs Fund, \$2,450,000 will be set aside for housing projects of which \$50,000 of those funds will be reserved for grantees for lead testing, and \$500,000 will be set aside for the LaSTEP Fund. Any of the housing, demonstrated needs, and LaSTEP monies which are not utilized/obligated will be transferred to the public facilities program category.

Public facilities applications will be funded with the remaining LCDBG funds. Of the total amount allocated for public facilities projects, \$2.4 million will be set-aside for multi-purpose community centers. If it is determined that none of the applicants for multi-purpose community centers meet threshold requirements or none of the applications meet the program requirements, the funds set-aside for multi-purpose community centers will be transferred for use in the public facilities program category for the current program year. The balance of the public facilities fund will be divided among subcategories; the exact distribution of these funds will be based upon the percentage of applications received and amount of funds requested in each subcategory as established under the FY 2004 LCDBG Program. Half of the money will be allocated based on the number of applications

FIGURE 3



\* Of the total amount allocated for public facilities projects, \$2.4 million will be set aside for multi-purpose community centers. The balance of the public facilities monies will be divided among subcategories. The percentage distribution among the public facilities program subcategories will be based upon the number/ percentage of applications received and amount requested in each subcategory as established under the FY 2004 LCDBG Program. Half of the funds will be distributed based on the percentage of applications received in each subcategory and half on the basis of amount of funds requested in each subcategory. Subcategories will be established under public facilities based upon the program priorities (sewer systems primarily involving collection lines and/or sewer systems involving treatment or treatment only, water systems addressing potable water, and water systems primarily for fire protection purposes, and streets) and other type projects.

received in each subcategory and half based on the amount of funds requested in each subcategory. The subcategories for public facilities will involve the following program priorities: (sewer systems

primarily involving collection lines and/or sewer systems involving collection and treatment or treatment only, water systems addressing potable water, water systems primarily for fire protection purposes, and streets) and other type projects. (The FY 2005 public facilities monies will be distributed among the public facilities subcategories based upon the distribution percentages and methods established under the FY 2004 program). Any monies remaining in the set-aside for multi-purpose community centers will be distributed to the public facilities program category.

Five months following the beginning date of the State's program year with HUD, the status of the monies originally allocated for economic development will be evaluated. At that time, any monies in excess of half of the original allocation which have not yet been applied for under the economic development category will then be transferred to the current program year's public facilities category to fund additional projects in accordance with the ranking system. Ten months following the beginning date of the State's program year with HUD, all monies not yet applied for which remain in the original allocation for economic development will be transferred to the current program year's public facilities category to continue to fund the highest ranked projects(s) not already funded. In this latter instance, if a determination is made that a particular application for economic development funds will not be funded, the funds reserved for that application will be immediately transferred to the current program year's public facilities category. Should the situation arise whereby a fundable application for economic development is received and insufficient funds are available, recaptured funds that have not already been allocated amongst the public facilities priority subcategories can be used to fund the project.

#### F. Size of Grants

1. Ceilings. The State has established a funding ceiling of \$600,000 for housing grants, \$600,000 for water for fire protection grants, \$750,000 for potable water grants, \$1,000,000 for sewer grants, \$225,000 for demonstrated needs grants, \$500,000 for LaSTEP grants, and \$800,000 for multi-purpose community center grants. For demonstrated needs grants, there will be a minimum of \$50,000 in actual construction costs (excluding acquisition and engineering costs). For street grants, a minimum of \$150,000 and a maximum of \$500,000 may be requested; if, as a result of the application review or site visit, it is determined that the construction costs of the total project must be reduced by thirty-five percent or more, that application will no longer be considered for funding. The State has established different and distinct funding ceilings for economic development projects involving the creation of a new business and for economic development projects involving the expansion of an existing business. If the project is requesting funds for the creation of a new business, no more than \$635,000 may be requested for a loan and no more than \$635,000 may be requested for a grant to the local governing body for infrastructure improvements; if the project involves both a loan and a grant, then a combined funding ceiling of \$635,000 will be imposed. If the project is requesting funds for the expansion of an existing business, no specific funding ceiling is imposed for the loan portion of the project; the State, however, reserves the right to exercise its discretion in imposing a funding ceiling available per project. If the project is requesting funds for the expansion of an existing business, no more than \$1,035,000 may be requested for a grant to the local governing body for infrastructure improvements. There is no combined funding ceiling established for a project for the expansion of an existing business which involves both a loan and a grant. Regardless as to whether or not the project involves a new business or an existing business, no more than \$535,000 may be requested for the acquisition, construction or rehabilitation of buildings and improvements (including parking lots) by the local governing body as a grant; no funding ceiling is imposed when monies are requested as a

loan for the acquisition, construction, or rehabilitation of buildings and improvements (including parking lots) if the project involves the expansion of an existing business. No funding ceiling is imposed for economic development projects involving a loan for the expansion of an existing business; however, the State reserves the right to exercise its discretion in imposing funding ceilings available per project.

Within the ceiling amounts and at the discretion of the Office of Community Development, applicants may request funds for the reimbursement of pre-agreement costs (application preparation fees). In order to be eligible for the pre-agreement costs, the following requirements must be met: (1) the application must be funded under the FY 2004 – FY 2005 LCDBG Program years, (2) the LCDBG procurement procedures must have been followed in the procurement of engineering and/or administrative consulting firms, (3) the application preparation tasks and corresponding costs must be identified in a written contract between the firms and the local governing body and (4) the application components (engineering and/or administrative consulting) must have been properly and adequately packaged as determined by the Office of Community Development. Only those local governing bodies which receive grant awards will be eligible for pre-agreement costs. The Office of Community Development has the option of reducing the reimbursable amount requested for pre-agreement costs on funded applications. The amount of the reduction will be determined by the component(s) of the application which is deemed inadequate. This reduction may be assessed to applications which are funded and which are also subject to the penalty procedure described in Section III. E. 2. The specific requirements which must be followed will be identified in the FY 2004 - FY 2005 LCDBG Application Packages for housing and public facilities, and in the FY 2004 Application Packages for demonstrated needs, LaSTEP, and economic development. The pre-agreement costs which can be reimbursed with LCDBG funds depend on the type of project funded:

- a. Housing applications - a maximum of \$2,500 will be allowed. Of this amount, a maximum of \$1,000 will be allowed for the packaging of the application and a maximum of \$1,500 will be allowed for household surveying costs only if the administrative consultant assumes that responsibility. A minimum of one on-site visit to the target area will be required of the administrative consultant for pre-agreement costs.
- b. Public facilities, demonstrated needs, and LaSTEP applications - a maximum of \$3,700 will be allowed. Of this amount, a maximum of \$1,500 will be allowed for engineering/architectural services; such services may include the preparation of applicable portions of the project description, the cost estimate, the project severity attachment when applicable, pre-application conferences, et cetera. A maximum of \$2,200 will be allowed for administrative consulting fees; a maximum of \$1,400 will be allowed for the preparation of all non-engineering forms and the overall packaging of the application and a maximum of \$800 will be allowed for household surveying costs only if the administrative consultant assumes that responsibility. A minimum of one on-site visit will be required of the engineer/architect and the administrative consultant for pre-agreement costs. No pre-agreement costs for surveying will be reimbursed when census data rather than a household survey is utilized. No pre-agreement costs for surveying will be reimbursed for multi-purpose community centers when limited clientele data is provided by service providers proposing to utilize the center and a household survey is not necessary.
- c. Economic development applications - a maximum of \$4,000 will be allowed. Due to the individual and unique circumstances surrounding each economic development application, prescribed

amounts are not made for administrative consulting and engineering services; the breakdown of those fees will have to be negotiated among the local governing body, the administrative consulting firm, and the engineering firm.

Within the ceiling amounts the State also allows applicants to request funds for administrative costs with the following limitations. Each local governing body will be allowed a maximum of \$35,000 in LCDBG funds for administrative costs on public facilities, housing, and economic development projects. In addition to the \$35,000, local governing bodies administering housing projects will be allowed an additional \$3,200 for construction and administration for each housing unit rehabilitated/reconstructed. (The monies allowed for construction administration must be budgeted in the line item entitled "rehabilitation loans and grants.") The local governing body will be allowed a maximum of \$25,000 in LCDBG funds for administrative costs on demonstrated needs projects and \$30,000 for LaSTEP projects. If the local governing body has another open or ongoing LCDBG program (one that has not been issued a conditional or final closeout) or if the demonstrated needs project is subsequently approved as an emergency project, the maximum amount allowed for administrative costs will be reduced to \$20,000. (Refer to Section III.C.5. Demonstrated Needs Fund for additional reductions in administrative costs which may occur under certain circumstances.) The local governing body may use no more than ninety percent of the monies allowed for program administration for administrative consulting services. In all instances, the local governing body must retain at least ten percent of the funds allowed for program administration to cover its costs of administering the LCDBG Program; such costs on the local governmental level include but are not limited to audit fees, advertising and publication fees, staff time, workshop expenses, et cetera. If, after a project has been funded, the scope of the project changes significantly, the State will make a determination as to the actual amount which will be allowed for administrative costs; this determination will be made on a case-by-case basis.

Engineering and architectural fees may also be requested within the ceiling amounts; the funds allowed by the State will not exceed those established by the Office of Community Development. The Office of Community Development reserves the right to make adjustments to those ranges when deemed necessary. If, after a project has been funded, the scope of the project changes significantly, the State will make a determination as to the actual amount which will be allowed for engineering costs; this determination will be made on a case-by-case basis. An adjustment (reduction) to the amount allowed for basic engineering fees will also be made in those instances where the project plans and specifications were prepared prior to the grant award.

2. Individual Grant Amounts. Grants will be provided in amounts commensurate with the applicant's program. In determining appropriate grant amounts for each application, the State shall consider an applicant's need, proposed activities, and ability to carry out the proposed program.

#### G. Restrictions on Applying for Grants

1. With the exception of municipalities with a population of more than 25,000 and parishes which have an unincorporated population of more than 25,000, each eligible applicant can apply for one housing or public facilities grant (including multi-purpose community centers) under the FY 2004 LCDBG Program; those applications not funded under the FY 2004 LCDBG Program will be considered for funding under the FY 2005 LCDBG Program. Those municipalities with a population of more than 25,000 and those parishes which have an unincorporated population



of more than 25,000 can submit a maximum of two single purpose applications for housing or public facilities with a combined maximum request of \$2 million; the individual amounts requested per application can not exceed the funding ceiling amount for that particular type of application as identified in Section II.F.1. (Refer to the additional stipulations in Section II.G.2.) According to 2000 census information obtained from the Louisiana Census Data Center as provided by the U.S. Bureau of the Census, those municipalities and unincorporated parishes with populations in excess of 25,000 include: Acadia Parish, Ascension Parish, Bossier Parish, Caddo Parish, Calcasieu Parish, Iberia Parish, Lafourche Parish, Livingston Parish, City of New Iberia, Ouachita Parish, Plaquemines Parish, Rapides Parish, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish, St. Landry Parish, St. Martin Parish, St. Tammany Parish, Tangipahoa Parish, Vermilion Parish, Vernon Parish, and Washington Parish.

Any eligible applicant may apply for an economic development project, demonstrated needs grant, or LaSTEP grant under the FY 2004 LCDBG Program, even those applicants previously funded under the housing or public facilities components of the FY 2004 LCDBG program. The number of demonstrated needs grants which an eligible applicant may receive during any program year is limited to one. Municipalities may only be funded for a demonstrated needs project every other program year. Parishes may be funded for one project every program year; however, the sewer, water, or gas system for which it receives demonstrated needs funds can only be funded every other program year under the demonstrated needs program category.

2. Capacity and performance: threshold considerations for grant approval. No grant will be made to an applicant that lacks the capacity to undertake the proposed program. In addition, applicants which have previously participated in the Community Development Block Grant Program must have performed adequately.

Performance and capacity determinations for FY 2004 (housing and public facilities applications) will be made as of the deadline date for the submittal of the housing and public facilities applications. Performance and capacity determinations for FY 2005 (housing and public facilities applications) will be made on the same date (as the original application submittal date) in the year following the receipt of the housing and public facilities applications. For example, if the deadline for the submittal of the FY 2004 – FY 2005 housing and public facilities applications is November 17, 2003, the performance and capacity determinations for FY 2004 housing and public facilities applicants will be made on November 17, 2003, and the performance and capacity determinations for FY 2005 housing and public facilities applicants will be made on November 17, 2004.

In determining whether an applicant has performed adequately, the State will examine the applicant's performance as follows.

In order to be eligible for a housing or public facilities grant award under the FY 2004 LCDBG Program, the following thresholds must have been met:

(a) Units of general local government will not be eligible to receive funding unless past LCDBG programs (FY 1996, FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, and FY 2003) awarded by the State have been conditionally closed-out with the following exceptions.

For recipients of economic development awards under the FY 2000, FY 2001, FY 2002, and FY 2003 LCDBG Programs and for recipients of demonstrated needs awards funded under the FY 2003 LCDBG Program, the State will, at its own discretion on a case-by-case basis, make a determination on the recipient's performance. If the State makes the determination that the recipient has performed adequately, the State may deem that recipient also eligible for FY 2004 funding.

The following stipulations in this paragraph relate to those parishes with an unincorporated population of more than 25,000 and cities with a population of more than 25,000 (identified in Section II. G.1.) which may be applying for funds under the FY 2004 LCDBG program year. If any of these local governing bodies have no open or ongoing housing or public facilities grants awarded prior to the FY 2004 LCDBG program, the local governing body will be eligible to receive two grants under the FY 2004 LCDBG Program. If any of these local governing bodies have one housing or public facilities grant awarded prior to the FY 2004 LCDBG program year which has not been conditionally closed-out, the local governing body will only be eligible to receive one grant under the FY 2004 LCDBG Program; if both applications are in a funding position under the FY 2004 program, then the local governing body may choose which application will be funded. If any of these local governing bodies have two open or ongoing housing and/or public facilities grants awarded prior to the FY 2004 LCDBG program year, the local governing body will not be eligible for any grants under the FY 2004 LCDBG program year.

- (b) Audit and monitoring findings made by the State or HUD have been cleared.
- (c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.
- (d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- (e) The unit of general local government cannot be on the list of sanctioned communities which is maintained by the Office of Community Development.

In order to be eligible for a housing or public facilities grant award under the FY 2005 LCDBG Program, the following thresholds must have been met:

- (a) Units of general local government will not be eligible to receive funding unless past LCDBG programs (FY 1996, FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, and FY 2004) awarded by the State have been conditionally closed-out with the following exceptions.

For recipients of economic development awards under the FY 2001, FY 2002, FY 2003, and FY 2004 LCDBG Programs and for recipients of demonstrated needs awards funded under the FY 2004 LCDBG Program, the State will, at its own discretion on a case-by-case basis, make a determination on the recipient's performance. If the State makes the determination that the recipient has performed adequately, the State may deem that recipient also eligible for FY 2005 funding.

The following stipulations in this paragraph relate to those parishes with an unincorporated

population of more than 25,000 and cities with a population of more than 25,000 (identified in Section II. G.1.) which may be applying for funds under the FY 2005 LCDBG program year. If any of these local governing bodies have no open or ongoing housing or public facilities grants awarded prior to the FY 2005 LCDBG program, the local governing body will be eligible to receive two grants under the FY 2005 LCDBG Program. If any of these local governing bodies have one housing or public facilities grant awarded prior to the FY 2005 LCDBG program year which has not been conditionally closed-out, the local governing body will only be eligible to receive one grant under the FY 2005 LCDBG Program; if both applications are in a funding position under the FY 2005 program, then the local governing body may choose which application will be funded. If any of these local governing bodies have two open or ongoing housing and/or public facilities grants awarded prior to the FY 2005 LCDBG program year, the local governing body will not be eligible for any grants under the FY 2005 LCDBG program year.

- (b) Audit and monitoring findings made by the State or HUD have been cleared.
- (c) All required reports, documents, and/or requested data have been submitted within the timeframes established by the State.
- (d) Any funds due to HUD or the State have been repaid or a satisfactory arrangement for repayment of the debt has been made and payments are current.
- (e) The unit of general local government cannot be on the list of sanctioned communities which is maintained by the Office of Community Development.

For the FY 2004 program year, only those housing and public facilities applications which are submitted by grantees who meet the threshold requirements will be rated and ranked. For the FY 2005 program year, the eligibility status of the housing and public facilities applicants will be re-evaluated; at that time any additional applications that are determined to be eligible for FY 2005 funding will be rated and ranked. If an applicant does not meet the threshold requirements for either program year, its application will not be rated.

The State may announce some FY 2004 and FY 2005 housing and public facilities awards and issue “authorizations to incur costs” for those awards prior to the beginning of the FY 2004 and FY 2005 LCDBG Program years. Those issuances will be contingent upon the applicants meeting threshold requirements and upon the State’s receipt of FY 2004 and FY 2005 LCDBG funds from HUD.

The State is not responsible for notifying applicants as to their performance status.

The capacity and performance thresholds do not apply to applicants for economic development, demonstrated needs or LaSTEP funds with the exception that no award will be made to a previous recipient who owes money to the State unless an arrangement for repayment of the debt has been made and payments are current or to a local governing body on the sanction list.

The threshold requirements for FY 2004 funding will not apply to the recipients of the FY 2000, FY 2001, FY 2002, and FY 2003 LaSTEP funds or FY 2000 and FY 2002 technology funds

based on those grants only. If, however, the recipients of the LaSTEP funds or technology funds have an LCDBG program funded under another program category, that grant must meet the threshold requirements in order for the recipient to be eligible for other funding. The threshold requirements for FY 2005 funding for the aforementioned recipients will be identified in the FY 2005 Consolidated Annual Action Plan.

H. Definitions. For the purpose of the LCDBG Program or as used in the regulations, the following terms are defined as:

Auxiliary Activity - a minor activity which directly supports a major activity in one program area (housing, public facilities, economic development, demonstrated needs, LaSTEP, and technology). Note: The State will make the final determination of the validity (soundness) of such auxiliary activities in line with the program intent and funding levels and delete if deemed appropriate.

Division - refers to the Division of Administration, Office of Community Development, which is the administering agency for the LCDBG Program for the State.

Extremely Low Income Persons – are defined as those families and individuals whose incomes do not exceed thirty percent of the area median income; to avoid inconsistencies with other income limits, it is defined as sixty percent of the four person family low-income limit, adjusted for family size.

Low/Moderate Income Persons - are defined as those families and individuals whose incomes do not exceed eighty percent of the median income of the area involved as determined by the U. S. Department of Housing and Urban Development with adjustments for areas with unusually high or low income or housing costs. The area involved has been determined by the U. S. Department of Housing and Urban Development to be the same area as determined for purposes of assistance under Section 8 of the United States Housing Act of 1937. This term encompasses moderate, low, and extremely low income persons.

Low Income Persons - are defined as those families and individuals whose income exceed thirty percent but does not exceed fifty percent of the median income of the area involved, as determined by the U. S. Department of Housing and Urban Development with adjustments for areas with unusually high or low incomes.

Moderate Income Persons - are defined as those families and individuals whose income exceeds fifty percent but does not exceed eighty percent of the median income of the area involved, as determined by the U. S. Department of Housing and Urban Development with adjustments for smaller and larger families.

Poverty Persons - include those families and individuals who are classified as being above or below the poverty level using the poverty index which reflects the different consumption

requirements of families based on their size and composition. The income figures used for the poverty thresholds are based solely on money income and do not reflect non-cash benefit such as food stamps, Medicaid, and public housing. This is the definition established by the U. S. Department of Commerce for census purposes.

State - refers to the State of Louisiana or the Office of Community Development within the State's Division of Administration which administers the LCDBG Program.

Slums and Blight - as defined as in Act 590 of the 1970 Parish Redevelopment Act, Section Q-8. (See Appendix 1.)

Unit of General Local Government - any municipal or parish government of the State of Louisiana.

### **III. Method of Selecting Grantees**

The State has established selection and rating systems which identify the criteria used in selecting grantees.

#### **A. Data**

1. Low/Moderate Income. In order to determine the benefit to low/moderate income persons for a public facility, demonstrated needs, or LaSTEP project, the applicant must utilize either census data (if available) or conduct a local survey. A local survey must be conducted for housing activities and must involve one hundred percent of the total housing units within the target area. A local survey must also be conducted for street projects.

(a) Census Data. If the applicant chooses to use census data, low/moderate income data may be utilized for public facilities, demonstrated needs, and LaSTEP projects. The U.S. Department of Housing and Urban Development (HUD) has provided the Office of Community Development with low/moderate income data based on the 2000 Census. Only that census data which is obtained from the LCDBG staff in the Office of Community Development will be acceptable. That information is available on a community-wide basis as well as for census tracts, block number areas (formerly known as enumeration districts), and/or block groups. The applicant must request this information prior to the submittal of the application.

(b) Local Survey. When an applicant chooses to conduct a local survey, the survey sheet in the appropriate application package (for the type of project for which funds are requested) must be used. Survey data must also be tabulated and submitted on the forms provided in the appropriate application package; survey data submitted on forms other than those provided in the appropriate application packages will not be accepted. Local surveys must identify the number and composition of low/moderate income persons as well as the number and composition of moderate, low and extremely low income persons.

Local surveys which were conducted for the FY 2002 – FY 2003 funding cycle may be used/resubmitted for no more than two funding cycles for certain public facilities applications (potable water, water for fire protection, wastewater, and multi-purpose community centers) and for no more than four program years for demonstrated needs and LaSTEP applications if the following two requirements are met. 1) Surveys originally conducted for the FY 2002 and FY 2003 program years (for the current target area or portion thereof) must have included information for one hundred percent of the persons in the target area or portion thereof. If the target area boundaries have been expanded from the previously surveyed target area, a current survey of one hundred percent of the expanded portion of the target area must also be conducted. Combined, the previously conducted survey and the current additional survey must account for one hundred percent of the persons in the total target area. 2) The data gathered for each survey must conform to the requirements of the program year for which funds were originally requested.

Local surveys must be conducted for housing and street applications and must be conducted every two program years or prior to the beginning of each two year funding cycle. Neither the re-submittal of previously conducted surveys nor the use of census data will be accepted for street and housing applications.

Very specific details pertaining to the conduct of the local surveys and the re-submittal of previously conducted surveys are presented in the FY 2004 – FY 2005 Louisiana Community Development Block Grant Program application package for housing, public facilities, demonstrated needs, and LaSTEP.

When conducting a local survey rather than using census data, the low and moderate income level for an applicant in a non-metropolitan area will be based on the higher of either eighty percent of the median income of the parish or eighty percent of the median income of the entire non-metropolitan area of the State. The FY 2003 median income for non-metropolitan Louisiana is \$39,400; therefore, the non-metropolitan state low/moderate income would amount to \$31,500, the low income limit would be \$19,700, and the extremely low income limit would be \$11,800. The low and moderate income levels for applicants in Metropolitan Statistical Areas (MSAs) will be determined on the basis of the entire MSA. The annual income limits for low/moderate income persons for each parish are provided in Appendix 3; these income limits must be used when conducting a local survey. The low/moderate income limits shown in that appendix represent the higher of either eighty percent of the median income of the parish or eighty percent of the median income of the entire non-metropolitan area of the State. Appendix 3 also identifies the low and extremely low income limits for each parish. (HUD has rounded all income limits to the nearest \$50 to reduce administrative burden.)

The following sliding scale must be used to determine low/moderate income based on family size:

<u># OF PERSONS IN HOUSEHOLD</u>	<u>% OF PARISH/MSA* LOW/MOD INCOME LIMIT</u>
1	70
2	80
3	90

4	100
5	108
6	116
7	124
8	132
9	140
10	148

For each person in excess of 10, add an additional eight percent.

\*MSA = Metropolitan Statistical Area

When a local survey, rather than census data, is used to determine the low/moderate income benefit and/or low and extremely low income benefits, a random sample which is representative of the population of the entire target area must be taken. The survey methodology and procedures which must be followed when conducting a local survey are explained in detail in the FY 2004 - FY 2005 LCDBG Application Packages for Housing, Public Facilities, Demonstrated Needs, and LaSTEP.

B. Program Objectives. Each activity must address one of the two national objectives previously identified under Section I. Program Goals and Objectives.

C. Rating Systems. All applications submitted for housing, public facilities, economic development, demonstrated needs, and LaSTEP projects will be rated according to the following criteria established for each program category.

Each housing and public facilities application will be rated/ranked against all similar activities in the appropriate program category/subcategory.

#### 1. Housing (Maximum of 70 Points)

All housing activities which are funded under the LCDBG Program must be consistent with the State's Consolidated Plan (formerly referred to as the Comprehensive Housing Affordability Strategy [CHAS]), as required in the Cranston-Gonzalez National Affordable Housing Act.

All units which will be rehabilitated or reconstructed must be occupied by low/moderate income persons. Proof of ownership for owner occupied substandard units targeted for housing assistance must have been verified by the applicant through the local Clerk of Court's office or another method which has been approved by the State prior to the submittal of the application; proofs of ownership must be submitted with the application. Rental units are ineligible for rehabilitation or reconstruction purposes under the LCDBG Program.

The number of housing target areas may not exceed two. In delineating the target areas, it must be kept in mind that the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals, et cetera; property lines cannot be used unless they are also coincident with visually recognized boundaries. Contact the housing staff in the Office of

Community Development for assistance if you are unable to define a target area which coincides with those boundaries (e.g. one long, continuous street with no visually recognizable boundaries). All houses rehabilitated within the FEMA one hundred year floodplain must comply with the community's adopted flood damage prevention ordinance, where applicable.

Mobile homes and modular housing units are now eligible to be replaced with a stick-built home under the LCDBG Program. However, the rehabilitation of mobile homes and modular housing units is prohibited. All housing units (including mobile homes and modular housing units) located in the target area at the time of survey must be surveyed. Mobile homes and modular housing units located on a rented lot/land will be defined as rental regardless of the ownership status of the housing unit itself.

Spot rehabilitation is eligible with prior written approval from the State's Office of Community Development within the target area. Spot rehabilitation can commence once the grantee has completed rehabilitation, reconstruction and demolition activities on **all** housing units in the grantee's original application for funding. Any remaining LCDBG funds may be utilized for spot rehabilitation in the following order:

- (1) Roof replacement or repairs
- (2) Central heat and A/C installation
- (3) Electrical
- (4) Plumbing

Housing units which receive spot rehabilitation do not have to meet Section 8 Housing Quality Standards.

Adjudicated homes within the target area will qualify for rehabilitation/reconstruction under the LCDBG Program and will be counted as owner occupied housing. The terms for the transfer of ownership to a low income family will be predicated on a ten year forgiven loan basis.

(a) Program Impact (Maximum Possible Points - 15)

This will be determined by dividing the total number of owner occupied units (including adjudicated units, mobile homes, and modular housing units) to be rehabilitated and/or reconstructed plus vacant units to be demolished in the target area by the total number of owner occupied substandard units (including adjudicated units, mobile homes, and modular housing units) in need of rehabilitation and/or reconstruction plus vacant units in need of demolition in the target area.

number of owner occupied units to be  
rehabilitated and reconstructed plus  
number of vacant units to be  
demolished inside the target area = Raw Score  
number of owner occupied substandard  
units including those in need of demolition  
and reconstruction plus number of vacant units  
in need of demolition inside the target area



The raw scores will be arrayed and the top ranked applicant(s) will receive 15 points. All other applicants will receive points based on how they score relative to that high score:

$$\text{Program Impact Points} = \frac{\text{applicant's score}}{\text{highest score}} \times 15$$

(b) Needs Assessment (Maximum Possible Points-25)

This will be determined by comparing the total number of owner occupied and vacant units to be treated in the target area (including adjudicated units, mobile homes, and modular housing units) to the overall needs of the target area (including adjudicated units, mobile homes, and modular housing units).

$$\frac{\text{number of owner occupied and vacant units to be treated in target area}}{\text{number of units in need of treatment in target area}} = \text{Raw Score}$$

The raw scores will be arrayed and the top ranked applicant(s) will receive 25 points.

$$\text{Needs Assessment Points} = \frac{\text{applicant's score}}{\text{highest score}} \times 25$$

No project will be funded that meets less than seventy-five percent of the identified need.

(c) Cost Effectiveness (Maximum Possible Points-25)

This will be determined by the following formula:

$$\text{CE Points} = (\text{Rehabilitation Cost \%} \times \text{Rehabilitation \%} \times 25) + (\text{Reconstruction Cost \%} \times \text{Reconstruction \%} \times 25)$$

Both rehabilitation and reconstruction cost percentages will be determined by comparing the lowest average cost proposed in each activity to each applicant's average cost in each activity. Rehabilitation and reconstruction percentages will be determined by the number of units in each activity that the individual applicant applies for.

For example purposes only, consider that the lowest average rehabilitation cost in all housing applications received was \$15,000 and the lowest average reconstruction cost was \$45,000. The following cost effective points would be allocated:

Town A proposes to rehabilitate one house for \$18,000 and reconstruct nine houses at an average cost of \$46,500 each. Town A would receive 23.857 points for cost effectiveness based on the following:

$$[(\$15,000 \div \$18,000 = 83.333 \text{ Rehabilitation Cost \%}) \times (1 \div 10 = 10.000 \text{ Rehabilitation \%}) \times 25 = 2.083 \text{ Rehabilitation Points}] + [(\$45,000 \div \$46,500 = 96.774 \text{ Reconstruction Cost \%}) \times (9 \div 10 =$$

$90.000 \text{ Reconstruction \%}) \times 25 = 21.774 \text{ Reconstruction Points}] = \underline{\underline{23.857 \text{ Cost Effective Points}}}$ .

Town B proposes to reconstruct eleven houses at an average cost of \$49,000 each (no rehabilitation). Town B would receive 22.959 points for cost effectiveness based on the following:

$(\$45,000 \div \$49,000 = 91.837 \text{ Reconstruction Cost \%}) \times (10 \div 10 = 100.00 \text{ Reconstruction \%}) \times 25 = 22.959 \text{ Reconstruction Points} = \underline{\underline{22.959 \text{ Cost Effective Points}}}$ .

Town C proposes to rehabilitate four houses at an average cost of \$15,000 each and reconstruct five houses at an average cost of \$50,000 each. Town C would receive 23.611 points for cost effectiveness based on the following:

$[(\$15,000 \div \$15,000 = 100.000 \text{ Rehabilitation Cost \%}) \times (4 \div 9 = 44.444 \text{ Rehabilitation \%}) \times 25 = 11.111 \text{ Rehabilitation Points}] + [(\$45,000 \div \$50,000 = 90.000 \text{ Reconstruction Cost \%}) \times (5 \div 9 = 55.555 \text{ Reconstruction \%}) \times 25 = 12.500 \text{ Reconstruction Points}] = \underline{\underline{23.611 \text{ Cost Effective Points}}}$ .

The cost effectiveness points assigned to the FY 2004 housing applications will be based upon those applications which meet the threshold requirements for FY 2004 funding eligibility. The cost effectiveness points assigned to the FY 2005 applications will be based upon those applications which meet the threshold requirements for FY 2005 funding eligibility. Therefore, the cost effectiveness points assigned to the FY 2004 applications will most likely differ from those points assigned to the FY 2005 applications. When determining the cost effectiveness points for the FY 2005 applications, the applications that were funded during the FY 2004 program year will not be taken into consideration.

(d) Involvement of Auxiliary Entities (Maximum Possible Points - 2)

Applicants which will involve the assistance of other agencies or organizations (such as Community Action Agencies, Green Thumb, Habitat for Humanity, or any volunteer or civic groups) in **the renovation or reconstruction** of housing units in the target area(s) will receive two points. Assistance which will only provide general cleanup of the target area and/or counseling services will not qualify for these points.

(e) Code Enforcement (Maximum Possible Points - 2)

Applicants which specifically identify steps that will be taken through code enforcement to correct problems in the target area that contribute to slum and blight will receive two points; such steps cannot be undertaken with LCDBG funds. The source(s) of funds or resources which will be used to accomplish these code enforcement activities must be included in the application for funding. In order to receive these points the local governing body must have an ongoing code enforcement program and documentation supporting code enforcement activities must be submitted with the application.

(f) Target Area Within a Designated Enterprise Community, Empowerment Zone, or Renewal Community (Maximum Possible Points - 1)

If the applicant's housing target area(s) is located within the boundaries of a federally designated Enterprise Community, Empowerment Zone, or Renewal Community, that application will receive one point. The three federally designated enterprise communities are Northeast Louisiana Delta, Macon Ridge, and Ouachita Parish. Documentation that applicant's target area(s) fall within one of the three designated areas must be included in the application. In order to receive this point, the entire target area or areas must fall within the boundaries of one of the designated areas.

Tie Breaker

In the event two or more applications receive the same score, the following criteria will be used to determine the ranking order of those applications. The application with the same score will be ranked according to the highest numbers of elderly heads of households who will benefit from the housing project. In the event of a second tie, the applications will be ranked according to the highest numbers of handicapped persons in the households to be treated. In the event of a third tie, the applications will be ranked according to the highest numbers of female heads of households benefiting from the housing project.

2. Public Facilities - Water, Sewer, Streets (Maximum of 69 Points)

For the purpose of ranking public facilities projects, subcategories will be established (sewer systems primarily involving collection lines and/or sewer systems primarily involving treatment, water systems addressing potable water, water systems primarily for fire protection, streets, and other).

All of the public facilities projects will be rated on a 69 point system with the exception of street projects which will be rated on a 19 point system and multi-purpose community centers which will be rated on a 58 point system. Project severity will not be rated for street projects or multi-purpose community centers.

Any water or sewer project that is funded must completely remedy existing conditions that violate a state or federal standard established to protect public health and safety.

According to federal regulations, the general rule is that any expense associated with repairing, operating or maintaining public facilities and services is ineligible. Examples of maintenance and repair activities for which LCDBG funds may not be used are the filling of pot holes in streets or the cleaning of drainage ditches/systems. LCDBG funds may be used only to reconstruct previously paved streets or to pave streets which have never been paved. Overlaying streets is not an eligible expense with LCDBG funds.

Drainage improvements may be undertaken in conjunction with street improvements projects. Drainage improvements, for the most part, must parallel streets that are proposed for improvements under the LCDBG program. The cleaning of drainage ditches is considered as a maintenance activity for which LCDBG funds cannot be used. The amount of funds which will be used to address drainage improvements will be taken into consideration when determining the average cost per person (cost effectiveness) for street projects.

Both parishes and municipalities are limited to two target areas for street projects. The local governing body must improve all streets within the target area(s) that qualify for improvements under the LCDBG programs. In delineating the target areas, it must be kept in mind that the boundaries must be coincident with visually recognized boundaries such as streets, streams, canals, et cetera; property lines cannot be used unless they are also coincident with visually recognized boundaries. Gerrymandering will not be accepted.

Each application will be classified as including a project that benefits a target area/areas or that provides benefits on a community-wide basis. To be considered as a community-wide project under the LCDBG Program, at least thirty-five percent of the total construction cost (including contingencies) must be utilized for a community-wide activity. If a project has one or more community-wide activities but the construction cost of that activity or activities is less than thirty-five percent of the total construction cost, the project will be classified as primarily involving a target area/areas. (The cost estimate in the application must clearly separate and distinguish between the community-wide and target area activities.) Those applications which propose activities serving a target area or areas (an area smaller than the jurisdiction of the local governing body) will also be classified as a target area.

Specific standards/requirements that must be met for sewer, water and street projects will be discussed in detail in the FY 2004 - FY 2005 LCDBG Application Packages for public facilities, demonstrated needs, and LaSTEP projects.

(a) Benefit to Low/Moderate Income Persons (Maximum Possible Points - 11)

For those applications that are classified as community-wide, for rating purposes and reporting purposes the beneficiaries of the project will be considered as all of the persons living within the boundaries of the local governing body and/or those persons served by the utility system. For those applications that involve only target areas, for rating purposes and reporting purposes the beneficiaries of the project will be considered as those persons residing within the boundaries of the target area or areas. For those applications which involve both target area activities and community-wide activities but which do not meet the LCDBG definition of community-wide, the target area data will be used for rating purposes and the community-wide data will be used for reporting purposes. Regardless of the application classification, projects which involve different beneficiaries for different activities must specifically identify the beneficiary data for each activity.

The engineer for the project must certify as to whom he/she feels the beneficiaries will be for each proposed activity. The Office of Community Development will make the final determination in that matter.

(i) Percent of Low/Moderate Income (Maximum Possible Points - 10)

The percentage of low/moderate income persons benefitting will be calculated by dividing the number of low/moderate income persons benefitting (as defined by the State) by the total persons benefitting. Points for percentage of low/moderate income persons benefitting will be assigned according to the following ranges:

- 90% or more - 10 points
- at least 85% but less than 90% - 9 points
- at least 80% but less than 85% - 8 points
- at least 75% but less than 80% - 7 points
- at least 70% but less than 75% - 6 points
- at least 65% but less than 70% - 5 points
- at least 60% but less than 65% - 4 points
- at least 55% but less than 60% - 3 points
- at least 51% but less than 55% - 2 points

(ii) Percent of Extremely Low and Low Income (Maximum Possible Points - 1)

The percentage of extremely low and low income persons benefitting will be calculated by dividing the number of extremely low and low income persons benefitting (as defined by the State) by the total persons benefitting. One point will be assigned to those applications/projects where the percentage of extremely low and low income persons benefitting is sixty percent or more. No point will be assigned for applications/projects benefitting less than sixty percent extremely low and low income persons.

b) Cost Effectiveness (Maximum Possible Points - 5)

The cost per person benefitting will be carefully evaluated and will be calculated for each project. All applications will be categorized by the type of project being proposed (sewer systems for collection and/or treatment, potable water, water for fire protection, streets, and other). Each project category will then be split into two population groups. The split for each project category will be based on the average value of the total persons benefitting per project which will be computed by dividing the sum of the total persons benefitting by the number of applications for that category. One group will consist of projects having a larger number of total persons benefitting than the average value; the second group will consist of those projects having a smaller number of total persons benefitting than the average value. (If the total number of persons benefitting from any project equals the average value, that project will be placed in the second or smaller group.) The project in each group having the best cost effectiveness (cost per person) will be given five points and the remaining projects will be prorated. This allows those projects benefitting many people and those benefitting fewer people to be rated against other projects benefitting a similar number of persons.

The following formula will be used to determine the cost effectiveness points for each applicant in each grouping:

$$CE\ Points = \frac{Lowest\ Cost\ per\ Person\ Benefitting}{Applicant\ Cost\ per\ Person\ Benefitting} \times 5$$

The cost effectiveness points assigned to the FY 2004 applications will be based upon those applications which meet the threshold requirements for FY 2004 funding eligibility. The cost effectiveness points assigned to the FY 2005 applications will be based upon those applications which meet the threshold requirements for FY 2005 funding eligibility. Therefore, the cost effectiveness points assigned to the FY 2004 applications will most likely differ from those points assigned to the FY 2005 applications. When determining the cost effectiveness points for the FY 2005 applications, the applications that were funded during the FY 2004 program year will not be taken into consideration.

(c) Project Severity (Maximum Possible Points - 50)

This rating factor will not apply to street projects.

This rating will be based upon the severity of existing conditions and the extent of the effect of those existing conditions upon the health and welfare of the community. Priority will be given to wastewater systems and water systems addressing potable water and/or fire protection.

In assigning points for project severity, the following general criteria will be utilized by the Office of Community Development or the cognizant review agency (if applicable) for the type of project proposed.

Water systems primarily for fire protection purposes: source capacity, reliability of supply, amount of storage, extent of hydrant coverage or spacing, and water pressure and volume for fire fighting. A comprehensive approach has to be taken for the target area as all factors relating to the remedy of fire protection problems will be assessed. If funds are requested for a fire truck, the service area of that truck will also be evaluated for availability of water, size of lines, hydrant spacing, et cetera. For example, if a community applies for a fire truck which would serve an area having water lines of an inadequate size, a lower overall rating will be assigned. New firefighting equipment may be purchased with LCDBG funds; details on the type of equipment which will be deemed eligible will be presented in the FY 2004 – FY 2005 Louisiana Community Development Block Grant Application Packages for housing, public facilities, demonstrated needs, and LaSTEP.

Wastewater systems and water systems addressing potable water needs: the existence of conditions in violation of those provisions of the State Sanitary Code that most directly safeguard public health and the adequacy of the proposed improvements to eliminate such conditions. Compliance with federal and state laws and regulations will be taken into consideration. Verification of existing conditions will be provided by DHH and/or DEQ based on records or field investigations. Problems that are generally attributable to a lack of routine maintenance will result in a less favorable evaluation.

The specific details of the existing problems and proposed project must be provided so that the project can be assessed properly. A lower assessment of the project could result due to

the submittal of incomplete or inaccurate information; in those instances, the assigned score will not be re-evaluated.

(d) Engineering Plans and Specifications (Maximum Possible Points - 1)

One bonus point will be assigned to those applications which include a certification signed by the chief elected official and the architect/engineer stating that the plans and specifications for the proposed project have already been prepared. The plans and specifications must be complete and ready for advertising and a set must be submitted as part of the application.

LCDBG funds will neither pay for nor reimburse the applicant for the costs previously incurred for the preparation of the plans and specifications. LCDBG funds are eligible to pay for the bidding and construction portions of the basic engineering fees. This amount is determined as being thirty percent of the amount allowed by the LCDBG engineering curve in effect at the time of application submittal.

(e) Pre-agreement and Administrative Costs (Maximum Possible Points -1)

Those applicants which agree to pay all of the pre-agreement and administrative costs associated with the implementation of the LCDBG program will receive one bonus point. Such costs will include, but will not be limited to, application preparation fees, audit fees, advertising and publication fees, local staff time, workshop expenses, administrative consultant fees, et cetera. If the applicant plans to utilize the services of an administrative consultant, local funds must be pledged and allocated for such services. While the LCDBG Program will allow a maximum of \$3,700 for pre-agreement costs and \$31,500 for an administrative consultant's fees, the actual cost of these services may be less than these amounts and will be determined through negotiation during the procurement process. To substantiate that the local governing body will pay the pre-agreement and administrative costs associated with the LCDBG Program, a certification of such signed by the chief elected official must be included in the application as well as a copy of the resolution by the local governing body identifying the firms hired and the proposed amount of the contracts. That resolution must state that local funds will be used to pay the pre-agreement and administrative consultant fees and any other administrative costs incurred by the local governing body.

If the local governing body maintains full-time permanent staff for the sole or partial purpose of administering LCDBG or other federal programs, such staff must have proved its capacity to administer LCDBG or other federal programs through previous program administration. In this instance, the one bonus point will also be assigned.

The following requirement will apply to those applicants which receive the bonus point for paying pre-agreement and administrative costs and are successful in receiving a grant. If such grantees have an underrun in their project costs, the grantee will not be allowed to rebudget those monies for the purpose of reimbursing the local governing body for any pre-agreement or administrative costs associated with the LCDBG Program.

(f) Target Area within a designated Enterprise Community, Empowerment Zone, or Renewal Community (Maximum Possible Points - 1)

If the applicant's public facilities target area(s) are located within the boundaries of a federally designated Enterprise Community, Empowerment Zone, or Renewal Community, that application will receive one point. The three federally designated enterprise communities are the Northeast Louisiana Delta, Macon Ridge, and Ouachita Parish. Documentation that the applicant's target area(s) falls within one of the three designated areas must be included in the application. In order to receive this point, the entire target area or areas must fall within the boundaries of one of the designated areas.

Use of Other Funds in Conjunction with LCDBG Funds. Some projects may cost more than can be requested under the LCDBG Program; therefore, the applicant proposes to use other funds in conjunction with the LCDBG funds. Applicants that want to use other funds in conjunction with LCDBG funds must have those funds available and ready to spend. If the other funds involve loans or grants from other state, federal, or private sources, the monies must have already been awarded or be in the bank. To substantiate the immediate availability of the other funds, one of the following items is required: a letter from the local governing body stating the specific source, amount, and location of local cash, a line of credit letter from a financial institution such as a bank stating the amount available as a loan, specific evidence of funds to be received from a tax or bond election that has already passed, or a letter from another funding agency stating that the funds have been awarded and are currently available for expenditure.

If other funds are involved and that applicant is in a position to be funded, the LCDBG staff will contact the applicant prior to a grant award and request positive proof of the current availability of the other funds; if proof cannot be provided within the timeframe allowed by the Office of Community Development (approximately ten calendar days), then the project will not be funded. For example, if applicant number one does not have the other funds available for FY 2004 funding, then that applicant will not be funded under the FY 2004 program. Applicant number one will be reconsidered for funding again under the FY 2005 program (if the application is above the funding line); if the other funds are not available at that time, the applicant will no longer be considered for funding.

Insuring Adequate Financial Maintenance of Existing Water and Sewer Systems. Recipients of FY 2004 and FY 2005 grants providing funds for potable water and sewer assistance for an existing utility must be able to demonstrate, prior to release of funds, that the rate structure and retained earnings are adequate to properly operate and maintain the system once it is in operation. This will be determined by examining the system's current financial statements prepared in accordance with generally accepted accounting principles and financial projections of the completed project. The examination will include the system's cash flow for operating expenses, debt service obligations, income transfers, and provision for future maintenance requirements. Cashflow for future maintenance requirements will be set aside in a restricted assets account. Applicants must provide information on its current and future rate structure which includes volume, price, and number of customers. Expense data will include at a minimum current and projected electrical power requirements, chemical and materials expense, labor costs, and depreciation expense. The decision as to the adequacy of the rate structure shall be determined by the LCDBG staff considering all of the above factors.



### 3. Public Facilities - Multi-Purpose Community Centers (Maximum of 58 Points)

\$2.4 million will be set aside to construct multi-purpose community centers. The purpose of this activity is to provide a building which will assist local governing bodies in resolving some of their social, educational, human development needs and problems utilizing a comprehensive approach. This approach will centralize activities in one location and impact as many people as possible. Such activities provided at the center may include medical, dental, counseling, educational, recreational, and social services. It is expected that other funds and resources will be used in conjunction with the LCDBG funds.

Funds can be requested for new construction or renovation of a vacant building for use as a multi-purpose community center. Renovations or additions to, or replacement of existing multi-purpose community centers are ineligible.

LCDBG funds cannot be used to purchase equipment and furniture for the building with the exception of built-in kitchen appliances.

Each applicant must present a financial plan identifying the projected amount(s) and sources(s) of revenues, operating expenses, and funds for maintenance. Sources of revenue can be general revenue sources of the local government, dedicated revenue sources of the local government, and/or receipts from events. In addition, a letter of commitment from the local governing body indicating its commitment of a minimum of \$38,700 has to be submitted with the application. These funds are to be used for pre-agreement and administrative costs; any monies remaining after paying those costs will be used toward construction costs.

If an application requesting funds for a community center does not meet the intent of the program or does not address the required criteria, the State may deem that application as ineligible for funding.

The following criteria will be rated for these applications.

#### (a) Benefit to Low/Moderate Income Persons (Maximum Possible Points - 20)

Projects consisting of more than one activity which involve different numbers and percentages of beneficiaries for each activity must specifically identify the number and percentages for each activity. For rating purposes, however, the application will be rated based upon the overall total number of persons benefitting.

If the community center will be used for community-wide or target area-wide activities, the total number of persons benefiting and percentages of extremely low, low, and moderate income persons will be determined by the populace within the boundaries of the community or target area. For any proposed community or target area-wide activities, the applicant must conduct a survey or use census data. No persons who live outside of a twenty mile radius of the proposed community center can be counted as beneficiaries.

#### (i) Percent of Low/Moderate Income Persons (Maximum Possible Points - 10)

The percentage of low/moderate income persons benefitting will be calculated by dividing the number of low/moderate income persons benefitting (as defined by the State) by the total persons benefitting. Points for percentage of low/moderate income persons benefitting will be assigned according to the following ranges:

- 90% or more - 10 points
- at least 85% but less than 90% - 9 points
- at least 80% but less than 85% - 8 points
- at least 75% but less than 80% - 7 points
- at least 70% but less than 75% - 6 points
- at least 65% but less than 70% - 5 points
- at least 60% but less than 65% - 4 points
- at least 55% but less than 60% - 3 points
- at least 51% but less than 55% - 2 points

(ii) Percent of Extremely Low and Low Income Persons (Maximum Possible Points - 10)

The percentage of extremely low and low income persons benefitting will be calculated by dividing the number of extremely low and low income persons benefitting (as defined by the State) by the total persons benefitting. Points for percentage of extremely low and low income persons benefitting will be assigned according to the following ranges:

- 90% or more - 10 points
- at least 85% but less than 90% - 9 points
- at least 80% but less than 85% - 8 points
- at least 75% but less than 80% - 7 points
- at least 70% but less than 75% - 6 points
- at least 65% but less than 70% - 5 points
- at least 60% but less than 65% - 4 points
- at least 55% but less than 60% - 3 points
- at least 51% but less than 55% - 2 points

(b) Cost Effectiveness (Maximum Possible Points - 10)

Cost estimates per person benefitting will be carefully evaluated. The cost per person benefitting will be calculated for each application requesting a community center. The lowest cost per person benefitting will be determined among the applications. Each applicant will then be scored relative to the lowest cost per person. The following formula will be used to determine the cost effectiveness points for each applicant.

$$CE\ Points = \frac{Lowest\ Cost\ per\ Person\ Benefitting}{Applicant\ Cost\ per\ Person\ Benefitting} \times 10$$

The lowest cost per person for the FY 2004 rating cycle will be based upon those applications which meet the threshold requirements for FY 2004 funding eligibility. The lowest cost

per person for the FY 2005 rating cycle will be based upon those applications which meet the threshold requirements for FY 2005 funding eligibility. Therefore, the cost effectiveness points assigned to the FY 2004 applications will most likely differ from those points assigned to the FY 2005 applications. When determining the cost effectiveness points for the FY 2005 applications, the applications that were funded under the FY 2004 program will not be taken into consideration.

(c) Utilization – (Maximum Possible Points – 20)

The applicant must identify the types of activities, and service providers, that will be **housed** in the multi-purpose community center. The application must include letters of intent from the service providers. The letters of intent must state the name and purpose of the service provider, a detailed description of the services to be provided, a description of the basic hours during which the services will be provided, clientele data, and any other pertinent information. It is expected that services will be provided at the center on a daily basis. It is also expected that the primary purpose of the services offered will be for public/community uses rather than for **recreational** purposes. Examples of public services include, but are not limited to: child care, health care, job training, education programs, public safety, senior citizen services, services for homeless persons, drug abuse counseling and treatment, welfare services, et cetera.

(i) Frequency of Services (Maximum Possible Points – 10)

Points will be assigned based upon the hours during which services will be provided. Emphasis will be placed on the hours of provision of public services.

(ii) Number of Services (Maximum Possible Points – 10)

The number of services/service providers will be taken into consideration when assigning these points. All recreational activities, regardless of number of service providers, will be categorized as **one service**.

(d) Proximity of Services (Maximum Possible Points – 5)

For each service provider which will be housed in the community center, the applicant has to identify the location at which those services are now provided and identify the distance in mileage from the proposed community center. Those applicants proposing services that are not currently being provided within the proposed target area will score the highest.

For those municipalities which already have a community center or centers but may be requesting funds for another community center, a specific target area for the provision of services at the proposed community center within the boundaries of the corporate limits must be identified.

(e) Architectural Plans and Specifications (Maximum Possible Points – 2)

Two bonus points will be assigned to those applications which include the prepared plans and specifications for the proposed community center. The plans and specifications must be complete and ready for advertising.

One bonus point will be assigned to those applicants who will pay for the plans and specifications upon the award of a grant rather than requesting LCDBG funds for that purpose.

LCDBG funds will neither pay for nor reimburse the applicants (who receive these points) for the costs incurred for the architectural plans and specifications. LCDBG funds will be eligible to pay for the bidding and construction portions of the basic architectural fees. This amount is determined as being thirty percent of the amount allowed by the LCDBG curve in effect at the time of application submittal.

(f) Target Area Within a Designated Enterprise Community, Empowerment Zone, or Renewal Community (Maximum Possible Points – 1)

If the applicant's target area is located within the boundaries of a federally designated Enterprise Community, Empowerment Zone, or Renewal Community, that application will receive one point. The three federally designated enterprise communities are Northeast Louisiana Delta, Macon Ridge, and Ouachita Parish. Documentation that the applicant's target area falls within one of the three designated areas must be included in the application. In order to receive this point, the entire target area must fall within the boundaries of one of the three designated areas.

#### Tie Breaker

In the event two or more applications receive the same score, the following procedure will be followed to determine the ranking order of those applications. The percentage of low/moderate income persons benefitting for the designated target area for each application will be determined based upon 2000 census data. The applications will be ranked according to the highest percentage of low/moderate income persons benefitting.

#### 4. Economic Development

The economic development set aside is to be used to provide financial assistance to individual projects which will result in job creation or retention, in which a majority of the jobs (fifty-one percent) will be for persons of low to moderate income. The number of permanent full-time jobs created will influence the types and amounts of funds available.

The LCDBG economic development program provides funds directly to the local unit of government as do the other LCDBG programs. The local unit of government in turn can provide either direct financial assistance to the developer in the form of a loan or indirect assistance in the form of infrastructure improvements on property owned by the local unit of government.

The term "developer" means the corporate entity as well as the individual investors, stockholders, and owners of the business on behalf of whom the local unit of government is making the application. As an example of the effect of this definition, an LCDBG economic development loan to Company A cannot be used to purchase equipment, land, et cetera from Company B, when both Company A and Company B are substantially owned by one or more of the same individuals. No grant award will be made to a local governing body for an economic development project which

consists of a loan and/or infrastructure improvements in which an elected official or a member of his/her immediate family has a financial interest as the project developer.

As with the other LCDBG programs, a two way agreement (contract) is signed by the State and the local unit of government. In addition to this agreement, a second two-way agreement is signed by the local unit of government and the developer for infrastructure projects. This second agreement is subject to the approval of the State and will include provisions relating to: the expected number of jobs to be created or retained, the sources and uses of all funds to be committed to the project, the financial and other reporting requirements of the developer and the local unit of government. For loan projects, the State and the local unit of government and the developer all sign a three-way contract. It will include the same provisions as for infrastructure projects and will also include the repayment terms for all funds borrowed and the security assigned to each loan granting institution or agency, and all other obligations of the developer, the local governmental unit and the State.

An application for LCDBG economic development funds may be submitted at any time during the year.

The following six requirements must be met by all economic development applicants:

(a) A pre-application meeting must be held between an authorized representative of the applicant local unit of government, the private developer, and the economic development staff of the Office of Community Development.

(b) A firm financial commitment from the private sector will be required upon submission of the application.

For all economic development projects, the private funds/public funds ratio must not be less than 1:1 for manufacturing firms with Standard Industrial Code classifications of 20-39 or North American Industrial Classification System 31-33. A private to public ratio for non-manufacturing firms must have a ratio of 2.5:1.

The State must be assured that non-manufacturing projects will have a net job creation impact on the community and not simply redistribute jobs around the community. In addition, certain manufacturing and non-manufacturing projects will not be considered for funding based on past experience and the lack of potential for creating permanent positions. These non-eligible projects will include, but are not limited to, “cut and sew” operations (SIC 23 or NAICS 315) involving the manufacture of clothing/apparel and non-manufacturing operations such as hotels or motels (SIC 701 or NAICS 721).

Additionally, those projects involving “truck stops and related activities” as well as private prison developments will not be considered for funding.

Private funds invested in the project must be in the form of a developer's cash or loan proceeds. Revenues from the sale of bonds may also be counted if the developer is liable under the terms of the bond issue. Previously expended funds will not be counted as private funds for the

purpose of this program, nor will private funds include any grants from federal, state or other governmental programs, nor any recaptured funds. The value of land, buildings, equipment, et cetera, already owned by the developer and which will be used in the new or expanded operation, will not be considered as private match.

(c) If cost per job created or retained exceeds \$15,000 for a loan to a developer or \$10,000 for a grant to the local governing body, the application will not be considered for funding.

(d) A minimum of ten jobs created or retained is required for LCDBG economic development assistance.

(e) A minimum of fifty-one percent of the employment will be made available to people who at the time of their employment have a family income that is below the low to moderate income limit for the parish where the development occurs (24 CFR 570.483). (See Appendix 3).

(f) The application must include documentation showing that the project is feasible from the management, marketing, financial, and economic standpoints. Management feasibility has to do with the past experience of the developer in managing the type of project described in the application, or other similar managerial experience. Marketing feasibility deals with how well the market for the product has been documented at the application stage, the best case being that the developer has verifiable commitments substantiating the first year's sales projection. A typical market study includes a detailed analysis of competition, the expected geographical sales plan, and letters of intent to buy, specifying quantity and price. Economic feasibility relates to whether or not the developer has realistic projections of revenues and variable costs, such as labor and cost of materials, and whether they are consistent with industry value added comparisons. An assessment will be made of the industry sector performances for the type of industry/business described in the application. Financial feasibility has to do with the ability of the firm to meet all of its financial obligations in the short and long run, determined by a cash flow analysis on the financial history and projections of the business. In analyzing the financial feasibility of a project, the Office of Community Development may suggest alternatives in the timing of expenditures, the amount and proposed use of public and private funds, as well as other financial arrangements proposed in the application.

For an application to be funded, the State must be assured that: the project is credit worthy; there is sufficient developer equity; the LCDBG funds will be efficiently and effectively invested; the maximum amount of private and the minimum amount of public funds will be invested in the project; the project will make an adequate return in the form of public benefits commensurate with the money invested; the State and the local community will not assume a disproportionate amount of risk in the project; and, the State and the community will receive an adequate security interest proportionate to the LCDBG funds invested in the project.

Local governments located within the boundaries of a federally designated Enterprise Community, Empowerment Zone, or Renewal Community will receive priority for economic development funds.

Default: The local governing body shall be ultimately responsible for repayment of the contract funds which were provided by the State.

The State shall look to the local governing body for repayment of all funds disbursed under this contract and default by the developer shall not be considered as just cause for non-payment by the local governing body. In case of a default by the local governing body in the repayment of contract funds to the State, in accordance with the terms and conditions of the contract, the full sum remitted to the local governing body shall become due and payable to the State upon demand, without the need of putting the local governing body in default.

The State shall deem the local governing body in default, regardless of the fact that the default was precipitated by the developer, to the extent that the local governing body failed to perform its contractual obligations in good faith.

*Relocation:* Some projects seek to facilitate the relocation of a particular business from an area to another. Recent federal legislation has mandated that LCDBG assistance will not be available to assist directly in the relocation of any industrial or commercial plant, facility, or operation, from one area to another area, if the relocation is likely to result in a significant loss of employment in the labor market area from which the relocation occurs.

*Loans and Leases:* For projects where the developer is seeking direct assistance in the form of a loan the following considerations shall apply.

The maximum amount available to the local unit of government for a loan to a developer is \$15,000 per job created or retained with a \$1,035,000 limit inclusive of administrative costs.

The State will recapture one hundred percent of the loan repayment of LCDBG economic development loans (program income to the State). Lease payments received as a result of LCDBG funds utilized in the construction, acquisition, or rehabilitation of a building shall be charged a fair market value and shall be considered as program income. If the recipient elects to charge in excess of fair market value rent, the extra portion shall also be considered as program income and will be returned to the State. If LCDBG funds are utilized in conjunction with other funds for such construction, acquisition, or rehabilitation, the pro-rata share of the lease payment will be considered program income and will be remitted to the State. These program income funds received by the State will be placed in an Economic Development Revolving Loan Fund which will be used to supplement funding for economic development projects. These funds will be subject to the federal regulations regarding use of program income. The interest rate charged on the LCDBG economic development loan depends on the financial and cash flow projections of the applicant business. This rate will be determined in the application review.

Personal endorsement from all principals of corporations, partnerships, limited liability companies or sole proprietorships shall be required on the LCDBG loan documents. The principals shall: 1) endorse the LCDBG loan to the corporation and 2) guarantee the payment and fulfillment of any obligation of the corporation. These endorsements will be made jointly to the local government and State of Louisiana. Normally, a principal is defined as owning five percent or more of the business.

*Infrastructure:* For projects where the developer is seeking indirect assistance in the form of infrastructure improvements on **public property** the following considerations shall apply.

The maximum amount available to the local governing body for an infrastructure or building acquisition, construction, or rehabilitation type project grant is \$10,000 per job created or retained, with a \$1,035,000 limit for infrastructure improvements on any single project (including a building and improvements) or a \$535,000 limit for the acquisition, construction, or rehabilitation of a building and improvements, including parking lots. These limits are inclusive of administrative costs.

Infrastructure economic development grants can be used by the local unit of government to provide sewer, water, and street/road access on public property to the private industrial/business site boundaries. Speculative development projects are prohibited. Economic development funds cannot be used to acquire, construct, or rehabilitate a building or to create a general industrial park project with the hope that a business client will then be attracted. It must be tied to a specific developer creating a specific number of jobs for low to moderate income people (the term “specific developer” herein relates to a single private for-profit business entity that possesses a federal tax identification number.)

When requesting infrastructure to facilitate the location of a business at a particular site, the developer must be able to show that this is appropriate to the needs of the business. The developer must provide sufficient financial and other statements, projections, et cetera to establish that the business is likely to be successful, and will create the appropriate number of jobs at the site in a specified time frame.

Certain assurances by the developer, related to the timing of his development on the site, will be required. Other agreements between the local governing body and the developer/property holder, relative to public rights of way, et cetera will be required as needed on an individual project basis.

For a grant to the local governing body for infrastructure improvements and/or for the acquisition, construction, or rehabilitation of a building and improvements for economic development, the private funds/public funds ratio for grant funds equal to or less than \$500,000 must be 1:1 and for grant funds in excess of \$500,000 must be 2:1. For example, if a local governing body requests \$700,000 as a grant for infrastructure improvements, the private funds/public funds ratio would have to be 1:1 for the first \$500,000 and 2:1 for the remaining \$200,000 requested. Infrastructure grants for non-manufacturing firms will require a private/LCDBG funds ratio of at least 2.5:1.

In those instances where a local governing body has received a grant for the acquisition, construction, or rehabilitation of a building and improvements and the building is sold prior to receiving sufficient lease payment revenues to offset the amount of the grant, the governing body will be responsible to the State for the net unpaid portion of the grant, regardless of the sales price. “Net unpaid portion” shall mean the grant amount, less administration costs and any lease payments previously made to the State. The sales procedure to be followed by the local governing body must be approved in writing by the Office of Community Development prior to the sale.

## 5. Demonstrated Needs Fund



A \$2.5 million reserve fund will be established to alleviate critical/urgent community needs. The ceiling amount for demonstrated needs projects is \$225,000. All demonstrated needs projects must involve a minimum of \$50,000 in actual construction costs (excluding acquisition and engineering costs). Municipalities are only allowed to be funded for demonstrated needs funds every other program year. Parishes may be funded for one demonstrated needs project every program year; however, the wastewater, water, or gas system for which it is funded can only receive demonstrated needs funding every other program year. For example, if a municipality or particular parish water district received funding under the FY 2003 program for demonstrated needs, that municipality or parish water district would not be eligible to receive funds under the FY 2004 program year.

An application cannot be submitted for consideration under this fund if the same application is currently under consideration for funding under any other LCDBG program category.

Subject to the availability of funds, projects that meet the following criteria will be funded:

(a) General Eligibility

Proposed activities must be eligible under Section 105(a) of the Housing and Community Development Act of 1974, as amended, (see Appendix 2). These funds will only be awarded, however, to projects involving improvements to existing water, wastewater, and gas systems. Fire trucks and firefighting equipment and projects for wastewater treatment facilities for which DEQ or EPA have issued compliance orders are not eligible for funding under the demonstrated needs fund. Depending on the circumstances of the situation, routine work such as sewer line or manhole repair/replacement or water line repair/replacement does not meet the intent of the demonstrated needs program.

Each proposed activity must address one of the two national objectives.

(b) Critical/Urgent Need - Project Severity

Each activity must address a critical/urgent need which can be verified by the Office of Community Development as having developed within **three** months prior to submittal of the application.

The local governments that are interested in applying for these funds should first contact this office to discuss the feasibility of the proposed project. The local government may be requested to submit certain pre-application information, or a pre-application meeting may be conducted, depending on the situation.

If it is determined by this office that the proposed project meets the criteria of the pre-application review, the local government will be invited to submit an application. The application will then be evaluated for possible funding. The evaluation will not be based upon a numerical rating scale system. Keeping in mind the intent of the Demonstrated Needs Program, the Office of Community Development will take into consideration the degree of urgency of the project, the degree of risk, the number of persons affected, and the feasibility of the proposed solution. The

applications which are deemed to meet the intent of the program will be funded as far as funds are available for the program year.

If the need for a project, (or parts thereof), applied for in a public facilities application becomes an emergency in nature and is funded under the Demonstrated Needs Program, it is possible that the original public facilities application may be subsequently funded. In this case, the fundable project construction costs of the public facilities application will be reduced based upon the scope of work that was funded under the Demonstrated Needs grant. The fundable administrative costs will be reduced based upon the amount that was funded under the Demonstrated Needs grant.

(c) Application Requirements

All items and forms necessary for a regular public facilities application will also be required for demonstrated needs.

6. LaSTEP Fund

\$500,000 will be set-aside to fund one or more projects under the LaSTEP Fund. These funds will be available for eligible recipients who are willing to solve water and sewer problems through the Small Towns Environmental Program (STEP) self-help techniques. The idea to use self-help as the method to meet a community's water and sewer needs usually begins with the realization that the community cannot afford the needed improvements if they are to be installed completely by construction contractors through the open bidding process. By reducing the project to the absolute essentials and utilizing the community's own resources (human, material, and financial), the project costs can be reduced significantly. Previously funded LaSTEP programs have shown reductions averaging fifty percent. LaSTEP funds can be used to cover materials, engineering, and administration costs.

Proposals for water and sewer improvements will be considered for LaSTEP funding if the following criteria are addressed: (1) the proposed activities can be completed through self-help, (2) the use of self-help methods will result in a significantly reduced project cost (a minimum of forty percent), and (3) the potential applicant is committed and ready to begin and complete the project using self-help. Those local governing bodies which are interested in applying for LaSTEP funds may contact the Office of Community Development to schedule a pre-application conference; the purpose of the pre-application conference will be to discuss a specific project. If it is felt that the specific project meets the qualifications of the LaSTEP fund, the potential applicant will be invited to submit an application. All applications must include documentation of the project cost savings due to self-help (a comparison of the project costs utilizing self-help to the project costs utilizing conventional construction methods) and documentation of principal benefit to low and moderate income persons. The staff in the Office of Community Development will provide guidance, assistance, and support of community leaders and residents willing to use self-help to solve their water and sewer problems.

D. Submission Requirements

Housing and public facilities applications for FY 2004 – FY 2005 funds must be

submitted to the Office of Community Development on the forms and in accordance with the instructions provided in the FY 2004 - FY 2005 Louisiana Community Development Block Grant application packages for housing and public facilities. Applications for FY 2004 demonstrated needs and LaSTEP funds will use the forms and instructions in their respective application packages. Applications for FY 2004 economic development funds will be submitted to the Office of Community Development on the forms and in accordance with the instructions provided in the FY 2004 Louisiana Community Development Block Grant application package for economic development.

Only that data received by the deadline established for applications will be considered in the selection process unless additional data is specifically requested by the Office of Community Development. Material received after the deadline will not be considered as part of the application unless it was requested by the Office of Community Development – this policy will be strictly enforced.

#### E. Application Review Procedure

1. The application must be mailed or delivered prior to any deadline dates established by the Office of Community Development. The applicant must obtain a "Certificate of Mailing" from the Post Office certifying the date mailed. The Office of Community Development may require the applicant to submit this Certificate of Mailing to document compliance with the deadline, if necessary.

2. The application submission requirements must be complete. If the Office of Community Development determines during the review of an application that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted on a random and/or representative basis, or was poorly packaged, a letter detailing the inadequacies of the application will be sent to the local governing body submitting the application. If the next housing or public facilities application submitted by that local governing body is also deemed inadequate, then a point(s) or fraction thereof will be deducted from the overall score assigned to that subsequent application. (This procedure applies to all types of applications including those which may or may not be funded.)

3. The funds requested must not exceed the ceiling amounts established by the Office of Community Development.

4. Review and Notification. Following the review of all demonstrated needs, economic development, and LaSTEP applications, the Office of Community Development will notify the applicant of the actions taken with regard to its application. Following the funding of the FY 2005 housing and public facilities applications, the Office of Community Development will notify those applicants who were unsuccessful in being funded.

5. Criteria for Conditional Approval. The Office of Community Development may make a conditional approval, in which case the grant will be approved, but the obligation and utilization of funds is restricted. The reason for the conditional approval and the actions necessary to remove the condition shall be specified. Failure to satisfy the condition may result in a

termination of the grant. Conditional approval may be made:

- a. where local environmental reviews have not yet been completed;
- b. where the requirements regarding the provision of flood or drainage facilities have not yet been satisfied;
- c. to ensure the project can be completed within estimated costs;
- d. to ensure that actual provision of other resources required to complete the proposed activities will be available within a reasonable period of time.

6. Criteria for Disapproval of an Application. The Office of Community Development may disapprove an application for any of the following reasons:

- a. Based on a field review of the applicant's proposal or other information received, it is found that the information was incorrect; the Office of Community Development will exercise administrative discretion in this area.
- b. The Office of Community Development determines that the applicant's description of needs and objectives is plainly inconsistent with facts and data generally available. The data to be considered must be published and accessible to both the applicant and State such as census data, or recent local, area wide, or state comprehensive planning data.
- c. Other resources necessary for the completion of the proposed activity are no longer available or will not be available within a reasonable period of time.
- d. The activities cannot be completed within the estimated costs or resources available to the applicant.
- e. The proposed activity is not eligible for funding or one of the two national objectives is not being met.
- f. The application does not score high enough to be above the funding line.

#### F. Program Amendments for LCDBG Program

The Office of Community Development may consider amendments if they are necessitated by actions beyond the control of the applicant. Recipients shall request prior approval from the Office of Community Development for all program amendments involving new activities or alteration of existing activities that will change the scope, location, or objectives of the approved activities or beneficiaries.

- 1. New or altered activities are considered in accordance with the criteria for selection applicable at the time the original application was reviewed and the policy, current at that time, regarding amendments.

2. All amended activities must receive environmental clearance prior to construction.

3. The Office of Community Development will ascertain as to whether or not the proposed activity is an integral part of the originally approved project and is necessary to complete the project as originally approved.

4. The Office of Community Development will also review the site location of the proposed activity in relation to the originally approved target area. If there is a budget underrun and an expansion of the target area is requested, approval of the amendment will be based upon the following circumstances. Such expansions will have to be contiguous to the original target area. The overall project will still have to primarily benefit low and moderate income persons. After making any adjustments to the score of the original application, the revised application will still have to remain above the funding line. The scope and intent of expansion will have to be in keeping with the scope and intent of the originally funded application. The requested amendment cannot merely involve an enhancement of the originally approved project.

#### **IV. Administration**

Rule for Policy Determination. In administering the program, while the Office of Community Development is cognizant of the intent of the program, certain unforeseeable circumstances may arise which may require the exercise of administrative discretion. The Office of Community Development reserves the right to exercise this discretion in either interpreting or establishing new policies.

#### **V. Redistribution of Funds**

Any monies awarded by the State that are later recaptured by or returned to the State will be reallocated in accordance with the Office of Community Development's policy, then in effect. The sources of these funds may include, but not be limited to, program income, questioned costs, disallowed expenses, recaptured funds from loans, unallocated monies, previously awarded funds not spent by grant recipients, et cetera.

With the following exception and the stipulations identified in Section II.E., the monies as defined above will be placed in the current program year's public facilities category and will be used to fund the project(s) with the highest score in one of the subcategories that was not initially funded. This policy will govern all such monies as defined herein from the FY 1996, FY 1997, FY 1998, FY 1999, FY 2000, FY 2001, FY 2002, FY 2003, and FY 2004 LCDBG Program years as well as subsequent funding cycles, until later amended. One exception is that all funds recaptured by the State from the payback of economic development loans will be placed in an economic development revolving loan fund which will be used to supplement funding for economic development projects. These funds will be subject to the federal regulations regarding use of program income.

These regulations are to become effective upon approval of the Annual Action Plan by HUD and are to remain in force until they are amended or rescinded.

## APPENDIX 1

### Act 590 of the 1970 Parish Redevelopment Act Section Q-8

(8) Slum Area - an area in which there is a predominance of buildings or improvements, whether residential or non-residential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open space, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or an area of open land which, because of its location and/or platting and planning development, for predominantly residential uses, or any combination of such factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime, and is detrimental to the public health, safety, morals or welfare.

(i) Blighted Area - an area which by reason of the presence of a substantial number of slum, deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, insanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors substantially impairs or arrests the sound growth of the municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use; but if the area consists of any disaster area referred to in Subsection C (5), it shall constitute a "blighted area."

## APPENDIX 2

### Eligible LCDBG Activities

Sec.105.(a) Activities assisted under this title may include only—

(1) the acquisition of real property (including air rights, water rights, and other interests therein) which is

(A) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth;

(B) appropriate for rehabilitation or conservation activities;

(C) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development;

(D) to be used for the provision of public works, facilities, and improvements eligible for assistance under this title; or

(E) to be used for other public purposes;

(2) the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;

(3) Code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area;

(4) clearance, demolition, removal, and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for rehabilitation, and rehabilitation, of privately owned properties and including the renovation of closed school buildings);

(5) special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;

(6) payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;

(7) disposition (through sale, lease, donation or otherwise) of any real property acquired pursuant to this title or its retention for public purposes;

(8) provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the statement with respect to which funds are to be made available under this title, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percentum of the amount of any assistance to a unit of general local government (or in the case of nonentitled communities not more than 15 percent statewide) under this title including program income may be used for activities under this paragraph unless such unit of general local government used more than 15 percentum of the assistance received under this title for fiscal year



1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount, and except that of any amount of assistance under this Title (including program income) in each of Fiscal Years 1993 through 1997 to the City of Los Angeles and County of Los Angeles, each such unit of general government may use not more than 25 percent in each such fiscal year for activities under this paragraph;

(9) payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of activities assisted under this title;

(10) payment of the cost of completing a project funded under title I of the Housing Act of 1949;

(11) relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;

(12) activities necessary:

(A) to develop a comprehensive community development plan, and

(B) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively:

(i) determine its needs,

(ii) set long-term goals and short-term objectives,

(iii) devise programs and activities to meet these goals and objectives,

(iv) evaluate the progress of such programs in accomplishing these goals and objectives, and

(v) carry out management, coordination, and monitoring of activities necessary for effective planning implementation;

(13) payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to (A) administering the HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act; and (B) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and including the carrying out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of Housing and Community Development Amendments of 1981;

(14) provisions of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private nonprofit entities, including:

(A) acquisition of real property;

(B) acquisition, construction, reconstruction, rehabilitation, or installation of:

(i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and

(ii) commercial or industrial buildings or structures and other commercial or industrial real property improvements; and

(C) planning;

(15) assistance to neighborhood-based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities in nonentitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development energy

conservation project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;

(16) activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as—

(A) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and

(B) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;

(17) provision of assistance to private, for-profit entities, when the assistance is appropriate to carry out an economic development project (that shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods) that—

(A) creates or retains jobs for low- and moderate-income persons;

(B) prevents or eliminates slums and blight;

(C) meets urgent needs;

(D) creates or retains businesses owned by community residents;

(E) assists businesses that provide goods or services needed by, and affordable to, low- and moderate-income residents; or

(F) provides technical assistance to promote any of the activities under subparagraphs (A) through (E);

(18) the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937;

(19) provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative cost as defined in paragraph (13);

(20) housing services, such as housing counseling, in connection with tenant-based rental assistance and affordable housing projects assisted under title II of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities authorized under this section, or under title II of the Cranston-Gonzalez National Affordable Housing Act;

(21) provision of assistance by recipients under this title to institutions of higher education

having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities;

(22)\* provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by—

(A) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of microenterprises;

(B) providing technical assistance, advice, and business support services (including assistance, advice, and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises; and

(C) providing general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises;

(23) activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low- and moderate-income neighborhoods; and

(24)\*\* provision of direct assistance to facilitate and expand home ownership among persons of low and moderate income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to—

(A) subsidize interest rates and mortgage principal amounts for low- and moderate-income home buyers;

(B) finance the acquisition by low- and moderate-income home buyers of housing that is occupied by the home buyers;

(C) acquire guarantees for mortgage financing obtained by low- and moderate-income home buyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees);

**\*Section 807(c)(3) of the Housing and Community Development Act of 1992, Public Law 102-550, October 28, 1992, added the following:**

**(3) SENSE OF THE CONGRESS. - It is the sense of the Congress that each grantee under title I of the Housing and Community Development Act of 1974 should reserve 1 percent of any grant amounts the grantee receives in each fiscal year for the purpose of providing assistance under section 105(a)(23) of such act to facilitate economic development through commercial microenterprises.**

**\*\*Section 907(b) (2) of the Cranston-Gonzalez National Affordable Housing Act provides the following termination for Sec.105(a)(20).**

**(2) TERMINATION. Effective on October 1, 1994 (or October 1, 1995, if the Secretary determines that such later date is necessary to continue to provide home ownership assistance until home ownership assistance is available under title II of the Cranston-Gonzalez National Affordable Housing Act), section 105(a) of the Housing and Community Development Act of 1974 (42 U.S.C. 5305(a)) is amended—**

**(A) in paragraph (23), by inserting "and" at the end;**

**(B) in paragraph (24), by striking , " and " at the end and inserting a period; and**

**(C) by striking paragraph (25).**

**(D) provide up to 50 percent of any down payment required from low- or moderate-income home buyer, or**

**(E) pay reasonable closing costs (normally associated with the purchase of a home) incurred by a low- or moderate-income home buyer; and**

(25) lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992.

(b) Upon the request of the recipient of assistance under this title, the Secretary may agree to perform administrative services on a reimbursable basis on behalf of such recipient in connection with loans or grants for the rehabilitation of properties as authorized under subsection (a)(4).

(c)(1) In any case in which an assisted activity described in paragraph (14) or (17) of subsection (a) is identified as principally benefitting persons of low and moderate income, such activity shall

(A) be carried out in a neighborhood consisting predominately of persons of low and moderate income and provide services for such persons; or

(B) involve facilities designed for use predominately by persons of low and moderate income; or

(C) involve employment of persons, a majority of whom are persons of low and moderate income.

(2)(A) In any case in which an assisted activity described in subsection (a) is designed to serve an area generally and is clearly designed to meet identified needs of persons of low and moderate income in such area, such activity shall be considered to principally benefit persons of low and moderate income if

(i) not less than 51 percent of the residents of such area are persons of low and moderate income;

(ii) in any metropolitan city or urban county, the area served by such activity is within the highest quartile of all areas within the jurisdiction of such city or county in terms of the degree of concentration of persons of low and moderate income; or

(iii) the assistance for such activity is limited to paying assessments (including any charge made as a condition of obtaining access) levied against properties owned and occupied by persons of low and moderate income to recover the capital cost for a public improvement.

(B) The requirements of subparagraph (A) do not prevent the use of assistance under this title for the development, establishment, and operation for not to exceed 2 years after its establishment of a uniform emergency telephone number system if the Secretary determines that--

(i) such system will contribute substantially to the safety of the residents of the area served by such system;

(ii) not less than 51 percent of the use of the system will be by persons of low and moderate income; and

(iii) other Federal funds received by the grantee are not available for the development, establishment, and operation of such system due to the insufficiency of the amount of such funds, the restrictions on the use of such funds, or the prior commitment of such funds for other purposes by the grantee. The percentage of the cost of the development, establishment, and operation of such a system that may be paid from assistance under this title and that is considered to benefit low and moderate income persons is the percentage of the population to be served that is made up of persons of low and moderate income.

(3) Any assisted activity under this title that involves the acquisition or rehabilitation of property to provide housing shall be considered to benefit persons of low and moderate income only to the extent such housing will, upon completion, be occupied by such persons.

(4) For purposes of subsection (c)(1)(C)—

(A) If any employee resides in, or the assisted activity through which he or she is employed, is located in a census tract that meets the Federal enterprise zone eligibility criteria, the employee shall be presumed to be a person of low- or moderate-income; or

(B) If an employee resides in a census tract where not less than 70 percent of the residents have incomes at or below 80 percent of the area median, the employee shall be presumed to

be a person of low- or moderate-income.

(d) **TRAINING PROGRAM.** The Secretary shall implement, using funds recaptured pursuant to section 119(o), an on-going education and training program for officers and employees of the Department, especially officers and employees of area and other field offices of the Department, who are responsible for monitoring and administering activities pursuant to paragraphs (14), (15), and (17) of subsection (a) for the purposes of ensuring that

(A) such personnel possess a thorough understanding of such activities; and

(B) regulations and guidelines are implemented in a consistent fashion.

(e) **GUIDELINES FOR EVALUATING AND SELECTING ECONOMIC DEVELOPMENT PROJECTS -**

(1) **ESTABLISHMENT.** - The Secretary shall establish, by regulation, guidelines to assist grant recipients under this title to evaluate and select activities described in section 105(a)(14), (15), and (17) for assistance with grant amounts. The Secretary shall not base a determination of eligibility of the use of funds under this title for such assistance solely on the basis that the recipient fails to achieve one or more of the guidelines' objectives as stated in paragraph (2).

(2) **PROJECT COSTS AND FINANCIAL REQUIREMENTS.** - The guidelines established under this subsection shall include the following objectives:

(A) The project costs of such activities are reasonable.

(B) To the extent practicable, reasonable financial support has been committed for such activities from non-Federal sources prior to the disbursement of Federal funds.

(C) To the extent practicable, any grant amounts to be provided for such activities do not substantially reduce the amount of non-Federal financial support for the activity.

(D) Such activities are financially feasible.

(E) To the extent practicable, such activities provide not more than a reasonable return on investment to the owner.

(F) To the extent practicable, grant amounts used for the costs of such activities are disbursed on a pro-rata basis with the amounts from other sources.

(3) **PUBLIC BENEFIT.** - The guidelines established under this subsection shall provide that the public benefit provided by the activity is appropriate relative to the amount of assistance provided with grant amounts under this title.

(f) **ASSISTANCE TO THE FOR-PROFIT ENTITIES.** - In any case in which an activity described in paragraph (17) of subsection (a) is provided assistance such assistance shall not be limited to activities for which no other forms of assistance are available or could not be accomplished but for that assistance.

(g) **MICROENTERPRISE AND SMALL BUSINESS REQUIREMENTS.** - In developing program requirements and providing assistance pursuant to paragraph (17) of subsection (A) to a microenterprise or small business, the Secretary shall-

(1) take into account the special needs and limitations arising from the size of the entity; and

(2) not consider training, technical assistance, or other support services costs provided to small businesses or microenterprises or to grantees and subgrantees to develop the capacity to provide such assistance, as a planning cost pursuant to section 105(A)(12) or an administrative cost pursuant to section 105(A)(13).

# APPENDIX 3

## FY 2003 Median Family Income By Parish and MSA

<u>Parish</u>	<u>FY 2003 Median Family Income</u>	<u>Low/Mod Income*</u>	<u>Low Income*</u>	<u>Extremely Low*</u> Income
<u>Limit \$</u>		<u>Limit</u>	<u>\$</u>	<u>Limit \$</u>
Acadia	See MSA-Lafayette			
Allen	40,200	32,150	20,100	12,050
Ascension	See MSA-Baton Rouge			
Assumption	43,400	34,700	21,700	13,000
Avoyelles	34,000	31,500	19,700	11,800
Beauregard	45,300	36,250	22,650	13,600
Bienville	37,000	31,500	19,700	11,800
Bossier	See MSA-Shreveport - Bossier City			
Caddo	See MSA-Shreveport - Bossier City			
Calcasieu	See MSA-Lake Charles			
Caldwell	37,700	31,500	19,700	11,800
Cameron	45,500	36,400	22,750	13,650
Catahoula	32,800	31,500	19,700	11,800
Claiborne	39,100	31,500	19,700	11,800
Concordia	33,800	31,500	19,700	11,800
Desoto	40,000	32,000	20,000	12,000
E. Baton Rouge	See MSA-Baton Rouge			
East Carroll	27,200	31,500	19,700	11,800
East Feliciana	43,800	35,050	21,900	13,150
Evangeline	32,000	31,500	19,700	11,800
Franklin	32,400	31,500	19,700	11,800
Grant	41,500	33,200	20,750	12,450
Iberia	41,900	33,500	20,950	12,550
Iberville	40,100	32,100	20,050	12,050
Jackson	41,300	33,050	20,650	12,400
Jefferson	See MSA-New Orleans			
Jefferson Davis	38,900	31,500	19,700	11,800
Lafayette	See MSA-Lafayette			
Lafourche	See MSA-Houma			
LaSalle	43,800	35,050	21,900	13,150
Lincoln	46,300	37,050	23,150	13,900
Madison	28,000	31,500	19,700	11,800
Morehouse	37,800	31,500	19,700	11,800
Natchitoches	39,300	31,500	19,700	11,800
Orleans	See MSA-New Orleans			

FY 2003 Median Family Income  
By Parish and MSA  
(Continued)

<u>Parish</u>	<u>FY 2003 Median Family Income</u>	<u>Low/Mod</u> <u>Income*</u>	<u>Low</u> <u>Income*</u>	<u>Extremely</u> <u>Low*</u> <u>Income</u>
<u>Limit \$</u>		<u>Limit</u>	<u>\$</u>	<u>Limit \$</u>
Ouachita	See MSA-Monroe			
Plaquemines	See MSA-New Orleans			
Pointe Coupee	45,600	36,500	22,800	13,700
Rapides	See MSA-Alexandria			
Red River	33,800	31,500	19,700	11,800
Richland	34,900	31,500	19,700	11,800
Sabine	37,500	31,500	19,700	11,800
St. Bernard	See MSA-New Orleans			
St. Charles	See MSA-New Orleans			
St. Helena	36,100	31,500	19,700	11,800
St. James	47,600	38,100	23,800	14,300
St. John the Baptist	See MSA-New Orleans			
St. Landry	See MSA-Lafayette			
St. Martin	See MSA-Lafayette			
St. Mary	39,200	31,500	19,700	11,800
St. Tammany	See MSA-New Orleans			
Tangipahoa	42,800	34,250	21,400	12,850
Tensas	32,700	31,500	19,700	11,800
Terrebonne	See MSA-Houma			
Union	43,100	34,500	21,550	12,950
Vermilion	42,400	33,900	21,200	12,700
Vernon	41,700	33,350	20,850	12,500
Washington	34,400	31,500	19,700	11,800
Webster	See MSA-Shreveport-Bossier City			
W.Baton Rouge	See MSA-Baton Rouge			
West Carroll	36,700	31,500	19,700	11,800
West Feliciana	58,200	46,550	29,100	17,450
Winn	36,400	31,500	19,700	11,800

\*For those parishes which have a median family income less than the State nonmetropolitan median family income (\$39,400), the low/mod income limits, the low income limits and the extremely low income limits were based on the State nonmetropolitan median family income.

FY 2003 Median Family Income  
By Parish and MSA  
(Continued)

<u>Parish</u>	<u>FY 2003 Median Family Income</u>	<u>Low/Mod</u> <u>Income*</u>	<u>Low</u> <u>Income*</u>	<u>Extremely</u> <u>Low*</u> <u>Income</u>
<u>Limit \$</u>		<u>Limit \$</u>	<u>Limit \$</u>	
<u>MSA-Metropolitan Statistical Areas</u>				
MSA Alexandria, LA1	43,500	34,800	21,750	13,050
MSA Baton Rouge, LA2	54,900	43,900	27,450	16,450
MSA Houma, LA3	48,200	38,550	24,100	14,450
MSA Lafayette, LA4	45,500	36,400	22,750	13,650
MSA Lake Charles, LA5	48,600	38,900	24,300	14,600
MSA Monroe, LA6	46,700	37,350	23,350	14,000
MSA New Orleans, LA7	49,900	39,900	24,950	14,950
MSA Shreveport - Bossier City, LA8	47,600	38,100	23,800	14,300

Footnotes:

1 Includes Rapides Parish only.

2 Includes East Baton Rouge, West Baton Rouge, Livingston, and Ascension Parishes.

3 Includes Terrebonne and Lafourche Parishes.

4 Includes St. Martin, Lafayette, Acadia and St. Landry Parishes.

5 Includes Calcasieu Parish only.

6 Includes Ouachita Parish only.

7 Includes Jefferson, Orleans, Plaquemines, St. Tammany, St. Bernard, St. John the Baptist, and St. Charles Parishes.

8 Includes Caddo, Bossier, and Webster Parishes.

Source: Income limits provided by U. S. Department of Housing and Urban Development, issued February 20, 2003.





## HOME INVESTMENT PARTNERSHIPS PROGRAM

### Strategy Implementation

**Priority #1. Increase homeownership opportunities for first time low and moderate income homebuyers.**

#### A. Investment Plan

##### \* *Category of Resident to be Assisted*

The focus of this priority is to assist persons of low and moderate income in the purchase of their first home. The “first time homebuyer” qualification is defined as persons who did not have an ownership interest in a residence at any time during the previous three years and the “single parent” is defined to mean an individual who (1) is unmarried or legally separated from a spouse; and (2) has one or more minor children for who the individual has custody, or joint custody or is pregnant and who do not qualify under the Agency’s current Homeownership Program. Individuals and families targeted by this priority have an annual household income that does not exceed eighty percent of the area median income.

##### \* *Activities and Programs*

The State sponsors a Single Family Mortgage Program that utilizes Single Family Mortgage Revenue Bonds (MRBs) proceeds and HOME funds to promote the increase of homeownership opportunities for persons targeted for assistance by this priority. The program is designed to provide below market interest rate loans to qualifying persons and families who might otherwise be unable to qualify for conventional mortgages. HOME funds will be combined with Mortgage Revenue Bonds proceeds to provide below market interest rates loans at a thirty year fixed term. The HOME/MRB interest rate is the lowest rate available of the State’s menu of programs. In addition, HOME funds will be used as down payment and/or closing cost assistance in amounts not to inhibit borrower’s contributions of three percent of the purchase price of the home or \$1,500 which ever is greater. Closing cost assistance may also be available through funds from the Temporary Assistance for Needy Families (TANF) Program. Also, ADDI funds are another source that the Agency will be utilizing for Single parent households who do not qualify under the Agency’s current HOME/MRB Program, make downpayment assistance ( including closing cost assistance) available to low-income families who are first-time homebuyers for the purchase of the family’s principal residence in an amount that cannot exceed the greater of 6 (six) percent of the purchase price of the single family housing unit or \$10,000.

In 1990, the State adopted a “Cooperative Housing Corporation Law” to offer an alternative to traditional home ownership opportunities. The law provides, among other things, that the capital stock of a cooperative housing corporation is exempt from State tax and that the property owned by a cooperative housing corporation and subject to a proprietary lease is entitled to the State Homestead Exemption. The State will support activities during FY 2004 which offer opportunities

for low and moderate income persons to achieve home ownership through the cooperative housing vehicle.

Louisiana Housing Finance Agency may offer funding to Community Housing Development Organizations (CHDOs) for the construction of single family affordable housing. Eligible borrowers must qualify to purchase housing units under the CHDO Homeownership Housing Program by evidencing an ability to qualify for a HOME/MRB mortgage loan.

**\*      *Leveraging Plan***

HOME funds will be used to provide closing cost and mortgage interest rate buy down assistance for first-time homebuyers whose annual household income does not exceed eighty percent of the area median income in conjunction with the State issuance of Single Family Mortgage Revenue Bonds (MRBs). ADDI funds will be utilized for Single parent households who do not qualify under the Agency's current HOME/MRB Program. The program is designed to make downpayment assistance (including closing cost assistance) to low-income families who are first-time homebuyers for the purchase of single-family housing that will serve as the family's principal residence.

**\*      *One Year Goals***

The State has established a goal for FY 2004 of enabling one thousand five hundred first time, low, moderate and middle income persons and families to purchase a house through the Single Family Mortgage Revenue Bonds Program use of MRB, HOME and TANF FUNDS provided to the State.

**B.      *Geographic Distribution***

Activities to increase first time home ownership opportunities with down payment and closing cost assistance through HOME and ADDI will be promoted statewide in metropolitan and non-metropolitan areas. The Single Family Mortgage Revenue Bond Program is administered through the involvement of financial institutions which are accessible statewide. LHFA will seek to expand the number of participating financial institutions in order to increase the number of branch locations accepting mortgage applications throughout the State.

**C.      *Service Delivery and Management***

The Single Family Mortgage Program is administered by Louisiana Housing Finance Agency (LHFA) through a statewide network of participating lenders. LHFA does not directly originate mortgage loans. Each lender is responsible for originating, processing and underwriting all mortgage loans in this program.

Procedures are established by LHFA to provide policy guidelines and instructions for the performance of all activities by participating lenders. LHFA requires the use of lender documents which are prepared or approved by the Agency in order to assure fairness in the allocation of Agency

resources and compliance with state and federal laws. All mortgage loans must meet eligibility criteria that have been established by LHFA. All loan applications are based on the borrower's eligibility and not on special relationships between a participating lender and a particular real estate broker or developer. A participating lender may not deny a loan to an eligible borrower solely because the borrower is not a depositor or customer of the participating lender. Participating lenders may not limit the availability of mortgage financing by denying an application based on the fact that the applicant does not belong to a specified group of the public such as employees of certain organizations. All applications are accepted and processed on a "first come, first serve" basis.

LHFA regularly monitors this program directly and through the assistance of a trustee financial institution. All requirements of federal and state laws, rule and regulations applicable to mortgages and mortgage loan transactions, including without limitation, truth-in-lending laws, equal opportunities laws, usury laws, and laws regulating interest on escrow accounts must be complied with by all lenders participating in this program.

The LHFA will widely advertise the MRB program and HOME/ADDI assistance programs throughout the State.

**Priority #2. Increase the supply of decent, safe and sanitary rental housing that is affordable for very low and low income families.**

**A. Investment Plan**

**\* *Category of Resident to be Assisted***

The focus of this priority is to assist persons of very low and low-income that have the greatest need for affordable rental housing.

**\* *Activities and Programs***

Affordable rental housing opportunities will be provided through the investment of HOME, Low Income Housing Tax Credit, Temporary Assistance for Needy Families (TANF) and Mortgage Revenue Bond program resources for rehabilitation, reconstruction and/or new construction activities. Selection criteria will be implemented to encourage developers of affordable rental housing to set aside thirty percent or more of the units for households with incomes as low as twenty percent of the area median income. Selection criteria under both HOME and Low Income Housing Tax Credit programs will be designed to assure that those projects serving the lowest income classes for the longest period of time receive the highest rating in the award of resources.

The State anticipates that the utilization of HOME funds will facilitate the rehabilitation of Mark-to-Market projects. The State also envisions active participation of and partnerships with Rural Development (formerly Farmers Home Administration) and the State Department of Economic Development.

**\* *Leveraging Plan***

The State plans to utilize HOME Program funding to provide deferred payment loans secured by a subordinate mortgage for the construction or acquisition/rehabilitation of small and large

multifamily rental properties. The HOME funds will be in the form of loans to fill the “gap” needed by the project sponsor to develop the property in accordance with all applicable Federal, State and local requirements. Leveraged funds will include syndication proceeds from Low Income Housing Tax Credits, tax exempt bond proceeds and first mortgage investment by commercial lending institutions or private investors. In connection with the Mark-to-Market program, HOME funds may be secured by a first mortgage.

The LHFA, as the State credit agency, will continue to make Low Income Housing Tax Credits available to both non-profit and for-profit developers of eligible affordable multifamily properties. In addition, selection criteria for HOME and Low Income Housing Tax Credits will provide points for those projects evidencing maximum funding from other sources.

**\*      *One Year Goals***

It is anticipated that FY 2004 HOME Program funds for this activity will result in the development and/or rehabilitation of over three hundred affordable units for occupancy by very low and low income families.

**B.      *Geographic Distribution***

All construction, renovation and rehabilitation activities engaged in by the State for very low and low income households through the use of HOME Program funds will be geographically dispersed throughout the State, with special focus given to non-entitlement rural areas. Awards of taxable and tax-exempt bond financing of multifamily projects and allocations of Low Income Housing Tax Credits will be disbursed on a competitive basis throughout the State as equitably as possible.

**C.      *Service Delivery and Management***

The Louisiana Housing Finance Agency (LHFA) will be primarily responsible for overseeing the construction, rehabilitation and renovation activities throughout the State. LHFA will administer the HOME program, taxable and tax-exempt bond financed multifamily program and the allocation of Low Income Housing Tax Credits. LHFA also is a Participating Administrative Entity (PAE) for the Mark-to-Market program and is also authorized to make available FHA mortgage insurance with respect to first mortgage loans involving affordable multifamily projects which satisfy public purposes published by the Agency in connection with the Risk Sharing Program.

LHFA will continue to design rental housing programs to maximize investment and participation by the private sector and non-profit organizations. Selection criteria will be established for both the HOME and Low Income Housing Tax Credit programs to reflect input from the development community through the public hearing conducted annually in conjunction with the State’s Qualified Allocation Plan for Low Income Housing Tax Credits.

HOME funding will be made available for affordable rental housing in the form of a deferred payment loan secured by a second mortgage. First mortgage financing will be evidenced by the applicant and may include private mortgage financing through commercial lending institutions, FHA, RD (formerly FmHA) or other similar sources of multifamily financing. Repayment of the HOME loan will be deferred pending payoff of the first mortgage as an incentive to participation by

the private sector in providing affordable housing. HOME funds will provide the lesser of \$750,000 or a maximum of fifty percent of the total development costs for rental projects leveraging funding available from commercial lending institutions and proceeds realized from the syndication of Low Income Housing Tax Credits. Availability of HOME funds for affordable rental housing will be widely advertised throughout the State with technical assistance provided to potential developers through LHFA workshops.

**Priority #3. Rehabilitation of substandard housing owned and occupied by very low and low income families.**

**A. Investment Plan**

**\* *Category of Resident to be Assisted***

The focus of this priority is to assist individuals and families that own and occupy substandard housing as their primary residence with incomes at or below eighty percent of the area median income.

**\* *Activities and Programs***

The State may offer HOME funds on a competitive basis to local governmental units representing non-entitlement areas to provide grant funding for the rehabilitation of substandard housing owned and occupied by eligible low income families. This program shall be designated as the SHARE (Substandard Housing Assistance for Rural Economies) Grant Program. Selection criteria will be implemented to encourage distribution of grant funds to special needs populations and large families whose income is equal to or below sixty percent of the area median. Owner occupied dwellings must be rehabilitated to Section 8 Housing Quality Standards as well as any local codes or standards which may apply. HOME funds may also be used in conjunction with weatherization funding to facilitate the rehabilitation of substandard housing.

**\* *Leveraging Plan***

Selection criteria for the SHARE Grant Program will be implemented that favor those governmental units that provide evidence of commitment for additional sources of funding to be used in conjunction with HOME funds.

**\* *One Year Goals***

The State has established a goal for FY 2004 to rehabilitate at least one hundred ten low income owner occupied homes through the SHARE Grant Program.

**B. Geographic Distribution**

The SHARE Grant Program will be made available to local governmental units serving non-entitlement areas throughout the State.

### C. **Service Delivery and Management**

The Louisiana Housing Finance Agency will administer the SHARE Grant Program through local governmental units in accordance with a State Recipient Agreement. Applications will be accepted and processed at the local level by the participating governmental unit. The governmental unit will be responsible for evaluation of eligible properties and determination of eligibility of applicants. The rehabilitation work and inspections of units will be the responsibility of the governmental unit or their designee. Governmental units will maintain all books and records required in connection with the SHARE Grant Program. LHFA will monitor the State Recipient's performance and compliance with record keeping and HOME program regulations including inspection of any or all rehabilitated units.

**Priority #4. Increase the supply of housing with supportive services for special needs populations (i.e. elderly, physically handicapped, mentally ill, homeless, foster parent households, large families and single parent families).**

#### A. **Investment Plan**

##### \* *Category of Resident to be Assisted*

Persons and families with special needs such as the elderly, persons with physical or mental disabilities, homeless, large families, and single parent families are targeted by this priority. Persons with physical or mental disabilities include those persons who are mentally retarded, developmentally disabled, severely and persistently mentally ill and those persons afflicted with HIV. Very low and low income persons with special needs are specifically included in the category of persons to be assisted.

##### \* *Activities and Programs*

The State will endeavor to increase the supply of housing units serving special needs populations through rehabilitation and replacement of existing units and new construction of additional units through development activities funded with the HOME, CDBG, Low Income Housing Tax Credits (LIHTC) and Multi-Family Tax Exempt Bond Programs. The State will also encourage CHDOs and the nonprofit development community to more aggressively pursue HUD 202 and 811 funding. HOME funds may also be allocated for the construction or acquisition and rehabilitation of transitional housing in non-entitlement areas.

The State will offer HOME funds through the SHARE Grant Program on a competitive basis to local governmental units with selection criteria which provides incentive for governmental units to rehabilitate home owned and occupied by low income special needs populations.

Selection criteria for both HOME and the LIHTC Program will require developers of affordable rental housing set-aside for the elderly or special needs populations to provide supportive services and to identify the sources of funding of such services (i.e., daycare, job counseling, emergency transportation, personal assistance, homeownership training) for tenants.

The State will support and encourage funding applications by any other entity which will assist in the delivery of housing and housing supports services to low and very low income individuals and families.

Supportive assistance for special needs groups is to be provided in FY 2004 from a variety of Federal and State entitlement programs such as Social Security Insurance, Emergency Shelter Grants (ESG), Medicaid, Temporary Assistance to Needy Families (TANF) grant program, and the Child Care and Development Block Grant. The majority of supportive service activities and programs to be provided in FY 2004 will be administered by the Department of Health and Hospitals and/or the Department of Social Services. Nonprofit organizations will also be instrumental in providing a variety of supportive services to the targeted populations.

*\*      **Leveraging Plan***

Resources available from the Governor's Office of Women's Services and private nonprofit organizations should leverage additional resources to support the integration of supportive services for special needs populations. HOME and CDBG Program funding for rehabilitation and new construction should also leverage private investment in affordable housing projects providing accommodations for very low income families with special needs.

Available federal resources through entitlement programs available in FY 2004 will be used in conjunction with State funds to maintain existing programs targeted to assist the special needs population to secure and retain housing with the appropriate supportive services to promote independent living. State funded community awareness and technical assistance programs in FY 2004 are expected to enhance the nonprofit community's ability to successfully compete for and secure greater federal funding for supportive service housing. Both the HOME and LIHTC Programs will utilize selection criteria which assures that those projects which serve special needs populations and provide accompanying supportive services receive the highest rating for the award of funds. Incentives under both programs are also provided for the creation of fully handicap equipped units with occupancy limited to special needs populations.

*\*      **One Year Goals***

The objective of the State for FY 2004 is to increase the supply of rental housing by providing for the construction or rehabilitation of fifty units with occupancy limited to special needs population and to require the provision of supportive services in connection therewith.

**B.      Geographic Distribution**

HOME funding will be made available for projects to be located in non-entitlement areas throughout the State. Low Income Housing Tax Credits and multifamily tax exempt financing will be available on a statewide basis including metropolitan and entitlement areas. The State's plan for FY 2004 does not target any specific area of the State in connection with its overall investment plan for this priority.

**C.      Service Delivery and Management**

The Louisiana Housing Finance Agency shall take the lead role in advancing affordable



housing opportunities for this category of resident. The Department of Social Services, The Department of Health and Hospitals, the Department of Economic Development, and the Governor's Office of Women's Services will provide significant contributions to the delivery of supportive services.

The majority of supportive service program resources are administered by the Department of Social Services and the Department of Health and Hospitals. The Department of Health and Hospitals operates through a network of regional offices. The Department of Social Services operates through a network of sixty-four parish offices statewide and rehabilitation services offices in nine regional locations.

**Priority #5. Build the capacity of communities to address their housing needs through the forming of partnerships between local governmental units, nonprofit organizations, private lending institutions, for profit developers, and State and Federal governmental units.**

**A. Investment Plan**

**\* *Category of Resident to be Assisted***

The State sees its role as being one of a facilitator to empower local governmental units to build the capacity of CHDOs and to promote community awareness of affordable housing opportunities through outreach, informational workshops and seminars.

**\* *Activities and Programs***

The LHFA, as the lead housing agency for the State, will conduct and sponsor housing seminars and workshops throughout the year for participation by developers, lenders, non-profit groups, local governmental unit and CHDOs on a statewide basis. Workshop and seminar topics will focus upon current Federal and State housing program requirements and initiatives.

The State will aggressively pursue partnership relationships with local governmental units, Community Housing Development Organizations (CHDOs), colleges, universities and other nonprofit housing and housing service providers to promote the dissemination of information on housing issues to the general public. LHFA programs will be structured to encourage participation by the private sector and to encourage the formation of partnerships between commercial businesses and nonprofit entities.

**\* *Leveraging Plan***

The State anticipates that this priority will be advanced through the use of HOME program administration funds. HUD contract service providers will also be instrumental in providing technical assistance. It is expected that the housing, academic and foundation communities will contribute substantially to this effort. Due to the competitive nature of LHFA structured housing programs, both for profit developers and commercial lending institutions will be significant in soliciting participation by governmental units and nonprofit entities.

**\* *One Year Goals***

Generally, the goal of the State is to educate local governmental units, CHDOs, other non-profits, for-profits, support service organizations, and the general public as to the availability and access of affordable housing programs and opportunities by the end of FY 2004 . Through the efforts of its lead housing agency, the State intends to accomplish this overall goal by conducting a series of conferences, workshops and seminars throughout the year and structuring programs that promote and facilitate the forming of partnerships.

#### **B. Geographic Distribution**

The State shall *promote* this priority throughout the State with emphasis on non-entitlement areas.

#### **C. Service Delivery and Management**

The Louisiana Housing Finance Agency shall be the lead State agency for the delivery and management of HOME funds allocated to the State. The State shall continue its' efforts to promote partnerships, capacity building and increased community awareness of affordable housing programs and opportunities. The State will regularly conduct, sponsor, and participate in seminars and workshops throughout the year in order to achieve objective.

### **Homebuyer Assistance Programs**

Homebuyer assistance programs will be directed exclusively to low-income households seeking to acquire their first homes. Appraisals and/or inspections of all housing units as well as the covenants contained in the mortgage instruments will be required to evidence the following:

- \* Property Standards – Compliance with Housing Quality Standards (HQS) for acquisition and moderate rehabilitation financing and compliance with local code standards, rehabilitation standards, lead-based paint hazards standards of EPA and HUD, cost-effective energy and effectiveness standards.
- \* Property Value - Not in excess of 203(b) mortgage limits for the type of property being assisted.
- \* Resale/ or Recapture Provisions- Federal regulations for the HOME Program specify certain requirements for resale restrictions or recapture provisions when HOME funds are used to assist with a homeownership purchase, whether the purchase is with or without rehabilitation. The housing unit must be the principal residence of the family throughout the period of affordability. The period of affordability is determined by total HOME investment. To ensure affordability, the Agency will, at its option, impose either resale or recapture requirements conforming to the standards of 24 CFR 92.254.

Resale Option:

During the Period of Affordability, should the HOME-assisted homebuyer decide to sell or otherwise transfer ownership of the housing unit, the Agency shall ensure that the housing unit is made available for subsequent purchase only to a buyer whose household qualifies as a low-income household and will use the property as its principal residence. The Agency shall also ensure that the price at resale provides the original HOME-assisted homebuyer a fair return on investment (including the homeowner's investment and any capital improvement). In addition, the Agency shall ensure that the housing unit will remain affordable to a reasonable range of low-income homebuyers. The mechanisms that will be used to impose the resale requirements will be a program note, mortgage and regulatory agreement consistent with 24 CFR 92.254.

#### Recapture Option:

It shall be the Agency's policy to apply the recapture option with regard to blended mortgages. The minimum amount of HOME Funds authorized to be recaptured by the Agency shall be the principal amount of the blended first mortgage times the percentage of the principal amount of such loans representing HOME Funds, as specified in the Agency's Arbitrage Certificate for the series of bonds which financed such loan.

It shall be the Agency's policy to prohibit the subordination of the Agency's lien interest on a property subsidized with HOME Funds unless the residual equity available after the new debt is placed on the property is sufficient to allow recapture of the HOME subsidy. If the residual equity available is sufficient to allow for recapture, the Agency shall give written permission to the homeowner to allow for the refinancing. During the period of affordability, no such homeowner will be permitted to refinance the property without the Agency's prior written approval.

It shall be the policy of the Agency to use its authority to forgive a portion or all of a HOME-funded loan made through the Single Family Homebuyer Program with good reason, consistent with the HOME rules and regulations, and with the approval of the President of the Agency.

The forms of the financial assistance to be made available in the Homebuyer Assistance Programs will be one or more of the following:

- \* Interest bearing loans
- \* Non-interest bearing loans
- \* Deferred payment loans
- \* Down Payment/Closing Cost Assistance Program - A pool of HOME funds may be allocated to enable the low income households to become first-time home buyers through grants or reduced interest rate loans.

- \* Interest Subsidy Program - A pool of HOME funds may be allocated to reduce the interest rates on mortgages only to satisfy mortgage loan underwriting ratios to enable low income households to qualify for homeownership.

### **Affordability Period**

Affordability requirements for Homeownership Assistance shall be in accordance with the following:

Homeownership Assistance HOME amount per unit	Minimum period of affordability in years
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

### **Affirmative Marketing**

Section 281 of the National Affordable Housing Act (the “Act”) requires the State to prescribe procedures acceptable to the Secretary of HUD to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and legal firms, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing authorized under the Act or any other federal housing law applicable to such jurisdiction.

1. Utilization Plan

Applicants will be required to submit a Utilization Plan for the participation of Minority Business Enterprises/Women Business Enterprises (M/WBEs) in connection with their project. The Utilization Plan should include a policy statement signed by the applicant's chief executive official (CEO) which describes the applicant's policies and practices for subcontracting and/or for procurement of goods and services.

2. Recommended Methods for the Encouragement of M/WBEs

The following methods are recommended for applicants who wish to encourage the participation of M/WBEs on HOME-assisted contracts:

- (i) actively and affirmatively solicit bids for contracts and subcontracts from qualified M/WBEs, including the circulation of solicitations to minority and women contractor associations;
- (ii) request a list of M/WBEs from LHFA and solicit bids from M/WBEs on such list;
- (iii) attempt to ensure that plan specifications, request for proposals and other documents used to secure proposals for the performance of work or supply of materials will be made available in sufficient time for review by prospective M/WBEs;
- (iv) divide, where economically and technically feasible, the work into smaller portions to enhance participation by M/WBEs;
- (v) encourage, where economically and technically feasible, the formation of joint ventures, partnerships or other similar arrangements among contractors to enhance participation by M/WBEs;
- (vi) consult with and use the services of governmental agencies, their consultants and contractor associations to further the participation of M/WBEs;
- (vii) make efforts to ensure that progress payments to M/WBEs are made on a timely basis and with such frequency that undue financial hardship is avoided and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation;
- (viii) make written solicitations in a timely fashion of M/WBEs listed in the Minority and Women-Owned Business Directory; and
- (ix) make timely responses to any advertisements and solicitations provided by M/WBEs.

### 3. Contract Reporting

All applicants may be requested to submit M/WBE Utilization reports which should include, but are not limited to the following:

- (i) the name, address and telephone number of each M/WBE the applicant is using or intends to use;
- (ii) a brief description of the contract scope of work to be performed for the applicant by each M/WBE and the scheduled dates for performance;
- (iii) a statement of whether the applicant has a written agreement with each M/WBE, and

if requested, copies of the agreements the applicant is using or intends to use;

- (iv) the actual total cost of the contract, the work performed and the materials provided, scope of work to be performed by each M/WBE for each contract;
- (v) the actual amounts of any payments made by the applicant to each M/WBE as of the date the compliance report was submitted; and
- (vi) the percentage of total contractors, subcontractors, vendors and suppliers utilized for the project and the total prices for each.



## **EMERGENCY SHELTER GRANTS PROGRAM**

### **I. Background**

The Emergency Shelter Grants Program (ESGP) is contained in subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11371-11378). From funds appropriated for the ESG program, HUD is authorized to make formula grants to states and certain designated local governments (formula grantees). The administering agency for the State of Louisiana's ESGP funding allocation is the Department of Social Services/Office of Community Services. ESGP regulations provide that the State may not carry on program activities with its allocated funds but must make all of its grant amounts available to local recipients. Through the establishment of regional allocation pools, in conjunction with a competitive grant award process, funds will be distributed to state recipients to carry out the purposes of the ESG Program.

### **II. Purpose**

The Emergency Shelter Grants Program (ESGP) is designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness.

The purpose of the Program is to:

- \* help improve the quality of existing emergency shelters for the homeless,
- \* help make available additional emergency shelters,
- \* help meet the costs of operating emergency shelters and of providing certain essential social services to homeless individuals, so that homeless persons have access not only to safe and sanitary shelter, but also to the supportive services and other kinds of assistance they need to improve their situations.

The Program is also intended to restrict the increase of homelessness through the funding of preventive programs and activities.

### **III. Eligible Applicants**

The State of Louisiana has elected to maintain the original program requirement which restricted ESGP state recipients to units of general local government, which may include ESGP formula grantees. Grantee local governments may distribute all or part of their grant amounts to private nonprofit organizations for use in eligible program activities. In an endeavor to target funding assistance to areas of greatest need, eligible applicants are further defined as governmental bodies for all parish jurisdictions and those municipal or city governmental units for jurisdictions with a minimum population of 10,000 according to recent and reliable census figures. Previous recipients of the State's grant amounts are eligible to apply; however, expenditure patterns will be reviewed in evaluating such applicants' ability to implement and complete program activities on a timely basis.

### **IV. Eligible Activities**



Eligible activities under the Emergency Shelter Grants Program are described in 24 CFR Part 576.21(a). ESGP grant amounts may be used for one or more of the following activities relating to emergency shelter for the homeless:

- A. Renovation, major rehabilitation, or conversion of buildings for use as emergency shelters for the homeless
- B. Provision of essential services to the homeless. Essential services include services concerned with employment, health, drug abuse, and education and may include (but are not limited to):
  - \* assistance in obtaining permanent housing,
  - \* medical and psychological counseling and supervision,
  - \* employment counseling,
  - \* nutritional counseling,
  - \* substance abuse treatment and counseling,
  - \* help in obtaining other federal, state and local assistance,
  - \* other services such as child care, transportation, job placement and job training; and staff salaries necessary to provide the above services.

Grant amounts may be used to provide an essential service only if:

- 1. The service is
    - a. a new service, or
    - b. a quantifiable increase in the level of a service above that which the recipient provided with local funds during the twelve months immediately before the receipt of initial grant amounts, and
  - 2. Not more than **30 percent** of ESG Program funding is used for essential service activities.
- C. Payment for shelter maintenance, operation (including shelter administration), rent, repairs, security, fuel, equipment, insurance, utilities, food and furnishings. An amount, not to exceed ten percent of ESG funds, may be spent on staff costs of operations related to emergency shelter.
  - D. Developing and implementing homeless prevention activities. Homeless prevention activities are those designed to prevent the incidence of homelessness, including (but not limited to):
    - \* short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices,
    - \* security deposits or first month's rent to permit a homeless family to move into its own dwelling,
    - \* mediation programs for landlord-tenant disputes,
    - \* legal services programs for the representation of indigent tenants in eviction

- proceedings,
- \* payments to prevent foreclosure on a home and other innovative programs and activities designed to prevent the incidence of homelessness.

If grant funds for homeless prevention activities are to be used to assist families that have received eviction notices or notices of termination of utility services, the following conditions must be met:

1. The inability of the family to make the required payments must be the result of a sudden reduction in income;
2. The assistance must be necessary to avoid eviction of the family or termination of services to the family;
3. There must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time (this "reasonable period of time" means a time period determined reasonable by the ESGP grantee and applied consistently to all recipients); and
4. The assistance must not supplant funding for preexisting homeless prevention activities from any other sources.

Note: the references to "family" in the above conditions include one person families.

A proposed project may include homeless prevention activities only as an adjunct to other eligible activities (rehabilitation, operations, essential services). Thus a city or parish applying for ESGP funds on behalf of several nonprofit organizations serving the homeless in its jurisdiction may include homeless prevention activities in its application either as a part of a proposed project or as a separate project within its total application.

- E. Administrative Costs: Up to five percent of any ESGP entitlement grant may be used for administrative purposes. In accordance with Program requirements, Louisiana shall share the ESGP administrative allowance with local governments funded by the State.

## **V. Proposed Method of Funds Distribution**

Beginning with its FY 1992 ESG Program, the Louisiana Department of Social Services (DSS) has been utilizing a geographic allocation formula in the distribution of the State's ESG funding. DSS proposes to continue the use of a geographic allocation formula in the distribution of ESG funding to ensure that each region of the State is allotted a specified minimum of State ESG grant assistance for eligible ESGP projects. Regional allocations for the State's FY 2004 ESG Program have been formulated based on factors for low income populations in the parishes of each region according to recent U.S. Census Bureau data. [Refer to the State map on page 31 which indicates boundaries and inclusive parishes for the ten State regions utilized by the ESG Program.] Within each region, grant distribution shall be conducted through a competitive grant award process.

The following chart lists the allocation factors and anticipated amounts for each region for the FY 2004 State ESG Program:

	<u>Allocation Factor</u>	<u>Allocation</u>
<i>FY 2004 ESGP Funds for Distribution: \$1,480,263</i>		
Region I New Orleans	.1537939	\$ 227,655
Region II	.1210838	179,236
Region III	.0659078	97,561
Region IV	.1537187	227,544
Region V	.0522069	77,280
Region VI	.0714394	105,749
Region VII	.1235570	182,897
Region VIII	.0950414	140,686
Region IX	.0751581	111,254
Region X	.0880929	130,401
		<hr/> 1,480,263
State Administration		39,904
FY 2004 State ESGP Allocation		<hr/> \$ 1,520,167

Regional funding amounts for which applications are not received shall be subject to statewide competitive award to applicants from other regions and/or shall be reallocated among other regions in accordance with formulations consistent with the above factors.

In accordance with program policies, the State DSS will distribute ESGP funds to units of general local government which may make all or part of grant amounts available to private nonprofit organizations for use in eligible activities. DSS shall define eligible applicants as units of general local government for all parish jurisdictions and those municipal or city governmental units for jurisdictions with a minimum population of 10,000 according to recent census figures. Application packages, including grant application requirements and deadline for submittal, shall be issued by mail to the chief elected official of each eligible unit of general local government.

Grant awards shall be for a **minimum** of \$10,000. Applicable grant maximums are as follows:

- \* Individual grant awards to applicant jurisdictions of less than 49,000 population shall not exceed \$50,000.
- \* For a jurisdiction of over 49,000 population, the maximum grant award shall not exceed the ESGP allocation for that jurisdiction's respective region.

Grant specifications, minimum and maximums awards may be changed at DSS's discretion

in consideration of individual applicant's needs, total program funding requests, and available funding. DSS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of program funds. Program applications must meet State ESGP requirements and must demonstrate the means to assure compliance if the proposal is selected for funding. If, in the determination of DSS, an application fails to meet program purposes and standards, even if such application is the only eligible proposal submitted from a region or subregion, such application may be rejected *in toto*, or the proposed project(s) may be subject to alterations as deemed necessary by DSS to meet appropriate program standards.

Proposals accepted for review will be rated on a comparative, project specific, basis. Proposal evaluation will be based on information provided in grant applications. Recipients of grant amounts will be determined in accordance with the following selection criteria:

- \* Nature and extent of unmet needs in the applicant's jurisdiction as demonstrated by data supplied by applicant including sources of information (studies done, inventory of existing shelters, their use and capacity, estimates by applicant and homeless providers of additional shelter beds needed, reliable surrogates for homeless need including local unemployment data, welfare statistics, and unique local circumstances) . . . . . 40 points
- \* The extent to which proposed activities will address needs for housing and supportive services and/or complete the development of a comprehensive system of services which will provide a continuum of care to assist homeless persons to achieve independent living . . . . . 30 points
- \* The ability of the applicant to carry out the proposed activities promptly . . . . . 15 points
- \* Coordination of the proposed project(s) with available community resources, so as to be able to match the needs of homeless persons with appropriate supportive services and assistance . . . . . 15 points

Elements of the above criteria include:

- \* Methodology and time frame to implement proposed activities
  - \* Specificity of proposed activities and reasonableness of cost estimates
  - \* Experience of project sponsor(s) in provision of services for homeless persons or in similar service activities
  - \* Fiscal accountability and financial responsibility of project sponsor(s)
  - \* Capability to provide required matching funds (when applicable)
- For previous recipients of State grant amounts, expenditure patterns will be reviewed to evaluate such applicants' ability to implement and complete program activities on a timely basis. An applicant may be disqualified from receiving an award if evaluation of prior expenditure patterns indicates inability to utilize program assistance on a timely basis.

Preference Point Items - In accordance with ESG Program priorities, preference points will be awarded for proposed projects which include documentary evidence verifying the following criteria:

- \* the proposed project is (or will be) an integral, strategic component of the local Continuum of Care resource system. (3 preference points)
- \* the proposed project incorporates treatment components and special supportive services for persons with addictive disorders and/or mental illness; or the proposed project incorporates life skills training and independent living services for the special needs of homeless families with children (3 preference points)

Funding awards shall be based on evaluation and ranking of individual project proposals. DSS reserves the right to negotiate the final grant amounts and local match with all applicants to ensure judicious use of these funds.

DSS proposes to use five percent of the State's Fiscal Year 2004 ESGP allocation for administrative purposes. This administrative allowance will be shared with local governments receiving ESGP funds in the amounts and proportions as follows:

Estimated FY 2004 ESGP State Allocation:	\$1,520,167
Administrative Allowance @ 5% of \$1,593,000 =	\$ 76,008
State share for administering ESGP assistance =	\$ 39,904
Local governments share for grant administration:	\$ 36,104

After deduction of the State's administrative share (\$39,904) from the 2004 ESGP allocation (\$1,520,167), the amount remaining for distribution to local government recipients shall be \$1,480,263. Of this \$1,480,263 amount, up to \$36,104 or 2.439 percent shall be available for administrative costs of local governments. Local government grantees may at their option elect to use 2.439 percent of grant funding for administrative purposes or may allocate all grant amounts for eligible program activities. If an administrative share is requested, the local government may include in its payment requests an administrative rate of not more than 2.5 percent calculated on invoiced categorical costs.

In accordance with program provisions, State ESGP recipients will be allowed to budget a maximum of 30 percent of grant funding for essential services and a separate maximum of thirty percent of grant funds for homeless prevention. A total therefore of up to sixty percent of ESGP funds may be allocated for both essential services and homeless prevention activities, subject to the thirty percent cap applicable to each of these program categories.

Recipients shall be required to secure matching funds in an amount at least equal to its ESGP grant amount except for those grant amounts awarded from the first \$100,000 of the State's allocation. With respect to this first \$100,000 which is exempt from matching funds

requirements, the State DSS will pass on this benefit to the recipient local government(s), and/or subrecipient(s), which shall be determined by DSS to have the least capability to provide the required matching funds based on information submitted in grant applications or obtained from subsequent program evaluations. For those grant amounts which remain subject to matching funds requirements, the value of donated materials and buildings, voluntary activities and other in-kind contributions may be included with "hard cash" amounts in the calculation of matching funds. A local government grantee may comply with this requirement by providing the matching funds itself, or through provision by nonprofit recipients.

State ESGP recipients shall certify to compliance with all applicable statutory and regulatory requirements including the safeguarding and confidentiality of client records concerning victims of family violence.

Table 6 identifies those local governmental units which are eligible to apply for ESGP funds.

TABLE 6

Application Distribution List  
FY 2004 State Emergency Shelter Grants Program

*Units of General Local Government*

City Governments (10,000+ population)

Abbeville	Crowley	Lafayette***	New Iberia	Sulphur
Alexandria	Eunice	Lake Charles	New Orleans	Thibodaux
Baker	Gretna	Mandeville	Opelousas	West Monroe
Bastrop	Hammond	Minden	Pineville	Westwego
Baton Rouge*	Houma**	Monroe	Ruston	Zachary
Bogalusa	Jennings	Morgan City	Shreveport	
Bossier City	Kenner	Natchitoches	Slidell	

Parish Governments

Acadia	E. Baton Rouge*	Madison	St. Landry
Allen	East Carroll	Morehouse	St. Martin
Ascension	East Feliciana	Natchitoches	St. Mary
Assumption	Evangeline	Orleans *****	St. Tammany
Avoyelles	Franklin	Ouachita	Tangipahoa
Beauregard	Grant	Plaquemine	Tensas
Bienville	Iberia	Pointe Coupee	Terrebonne**
Bossier	Iberville	Rapides	Union
Caddo	Jackson	Red River	Vermilion
Calcasieu	Jefferson	Richland	Vernon
Caldwell	Jefferson Davis	Sabine	Washington
Cameron	Lafayette***	St. Bernard	Webster
Catahoula	Lafourche	St. Charles	West Baton Rouge
Claiborne	LaSalle	St. Helena	West Carroll
Concordia	Lincoln	St. James	West Feliciana
DeSoto	Livingston	St. John	Winn

\* Single governmental unit for City of Baton Rouge/Parish of East Baton Rouge

\*\* Consolidated Government for Parish of Terrebonne/City of Houma

\*\*\* Consolidated Government for Parish of Lafayette/City of Lafayette

\*\*\*\* Orleans Parish governing body, Parish Commission Council, includes Mayor of City of New Orleans among officers

## **HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM**

The Housing Opportunities for Persons with AIDS (HOPWA) program was initially authorized by the AIDS Housing Opportunity Act (42 U.S.C. 12901), as amended by the Housing and Community Development Act of 1992 (Pub. L. 102-550, approved October 28, 1992). Funds were appropriated in FY 1992 and then again in subsequent years. This program provides grant funds to state and local governments to devise long-term, comprehensive strategies for meeting the housing needs of low-income people living with HIV/AIDS. Funds are available under HOPWA either through “entitlement grants” or “competitive grants”. The State of Louisiana began receiving HOPWA funds under the entitlement grant formula in 1994.

The program is governed by the HOPWA Final Rule, 24 CFR Part 574, as amended, and the Consolidation Submissions for Community Planning and Development Programs, Final Rule 24 CFR Part 91, as amended.

In order to be eligible for a HOPWA entitlement grant, the State must have more than 1,500 cumulative cases of people living with AIDS in the areas of the State that are outside of the eligible metropolitan statistical area (EMSA) and have an approved Consolidated Plan. According to the Office of Public Health HIV/AIDS Program Surveillance Report for December 31, 2002, there were 14,589 cumulative cases of AIDS and 22,710 cumulative HIV cases that have been reported and documented in Louisiana (Appendix A). The number of cumulative AIDS cases in the State of Louisiana, excluding the eight parishes of the New Orleans EMSA and the four parishes of the Baton Rouge EMSA (three parishes in the DHH Public Health Region II and one parish in the DHH Public Health Region IX), which total 4,751. Of these, 2329 individuals are currently living. The Office of Public Health has been providing surveillance of AIDS cases since 1981. The State also has had an approved Consolidated Plan for all HUD funded programs since 1995.

### HOPWA Priorities

Since receiving the initial Housing Opportunities for Persons with AIDS (HOPWA) grant funds in 1994, the State of Louisiana has been committed to providing critically needed housing and housing services to low-income persons living with HIV/AIDS. HOPWA is the only federal program targeted specifically to meet the housing needs of people with HIV/AIDS; it was established within the Department of Housing and Urban Development (HUD) under the National Affordable Housing Act of 1990.

#### **Priority #1.**

To provide low-income persons living with HIV/AIDS and their families with an increased supply of accessible, safe, decent and dignified living opportunities with integrated support services.

#### **Objectives:**

1. To fund residential facilities throughout the State, excluding areas covered by the New Orleans EMSA and the Baton Rouge EMSA, to provide high quality, comprehensive on-site housing services to eligible individuals living with HIV/AIDS.



2. To fund at least one AIDS service organization (ASO) or community based organization (CBO) in seven of the nine DHH Public Health administrative regions throughout the State, as well as an organization to serve the parishes in Region II not covered by the Baton Rouge EMSA, for the provision of short-term rent, mortgage and utility assistance to eligible clients living with HIV/AIDS.

**Priority #2:**

To continue to coordinate the HIV/AIDS Program housing and supportive services through the collaborative use of HOPWA and Ryan White CARE Act Title II funds.

Objectives:

1. To coordinate HOPWA and Ryan White CARE Act Title II services in such a manner that HOPWA funds can be utilized primarily to provide housing assistance and Title II funds can be utilized to provide a larger array of supportive services. Although the annual HOPWA award is much smaller than that of Ryan White Title II, the use of HOPWA funds for housing is less restrictive than the "Housing Assistance" category under Ryan White. This strategy maximizes funds throughout both programs.
2. To use the "Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002-2003," the 2001 Statewide Coordinated Statement of Need, the 2003 Comprehensive Care Plan and outcome based evaluations to guide the priority setting in the use of both HOPWA and Ryan White housing assistance for eligible clients living with HIV/AIDS in Louisiana.
3. To coordinate resource allocation and service delivery with representatives from other HOPWA jurisdictions and various HUD-funded programs, including the formula HOPWA grantees in the New Orleans and Baton Rouge EMSAs, the State's only competitive HOPWA grantee (UNITY for the Homeless in New Orleans), and other local and regional programs throughout the State.

**Priority #3.**

To build the capacity of regional communities in Louisiana to define and address their affordable housing needs for low-income individuals living with HIV/AIDS.

Objectives:

1. To encourage constituency involvement with HUD Program grantees (CDBG, HOME, ESG and HOPWA), including individuals from State and local governments, AIDS service organizations, community based organizations, finance agencies, affordable housing agencies, and public housing authorities that develop, provide or coordinate services for persons receiving housing assistance, as well as consumers and client advocates.
2. To continue to encourage active participation with the Louisiana Interagency Council for the Homeless to insure that services are provided in an effective, comprehensive and coordinated

manner and that clients utilize a range of service options.

3. To improve the delivery of supportive services through the development of a team approach to case management regional service integration, and shared information systems statewide.

With the development of new treatment protocols and improved access to primary medical care and medications, mortality rates for persons living with HIV/AIDS are plummeting across the United States. Many persons living with HIV/AIDS who have access to these treatments are beginning to address issues of living relatively long, productive and healthy lives. Access to primary medical care should be the priority of all HIV/AIDS systems of care for individuals living with HIV/AIDS. The emphasis of broad spectrum care and treatment will shift a programmatic focus from the single-disease and single-person modality to one that is full spectrum, family oriented and linked to a vast array of supportive social services. A successful system of care will incorporate all the components of medical and social services care as they relate to the provision of services to individuals living with AIDS.

The service delivery model that is currently in place for the case management of individuals living with HIV/AIDS in Louisiana is that of a social worker providing for the psycho-social needs of an eligible client in the setting of a local or regional community based organization (CBO). As a result of this model, more people are talking about a team approach to case management. This model would focus on care coordination provided by a “care team” that would include all components of the individual’s needs. This team would be comprised of the case manager; the clinician(s)--such as a physician, nurse practitioner or a physician’s assistant; a pharmacist; a mental health or substance abuse counselor as indicated; the housing provider if applicable; a client advocate or peer counselor; and other professionals-based on the particular needs of the client. With a team approach no one individual or agency is required to develop all the necessary resources to assist with the client’s greater needs. Multiple agencies can contribute resources and share the burden within the team model. More importantly, the team approach can provide a more integrated approach to the overall system of care and a holistic approach to meeting the needs of the client.

In order to facilitate the continued coordination of service delivery to eligible individuals living with HIV/AIDS throughout the State, the Louisiana Department of Health and Hospitals (DHH), Office of Public Health (OPH), HIV/AIDS Program (HAP) intends to apply for the \$940,000 formula allocation to Louisiana for FY 2004 HOPWA, and to serve as the recipient of all non-competitive HOPWA funds to be distributed within the remaining fifty-two parishes outside the New Orleans EMSA and the Baton Rouge EMSA. The HIV/AIDS Program will allocate FY 2004 HOPWA funds to seven of the nine Department of Health and Hospitals Public Health regions, as well as the four parishes in Region II that are not covered under the auspices of the Baton Rouge EMSA. Funding for FY 2004 HOPWA will be made available through a competitive Solicitation of Proposals process. This competitive application is released annually in conjunction with the statewide solicitation of proposals from eligible agencies to provide services to low income HIV-infected individuals through Ryan White CARE Act Title II funds.

The HIV/AIDS Program is primarily responsible for overseeing the State’s response to the growing number of individuals living with HIV/AIDS. The HIV/AIDS Program is composed of

three main programmatic sections: Services, Prevention, and Surveillance.

The Services section is responsible for overseeing the administration and dissemination of the State formula HOPWA and Ryan White CARE Act Title II funds, utilized to address an array of needs of low income HIV-infected individuals living in Louisiana. The Services section works collaboratively with other programs funded through local, State and Federal programs to provide for the medical and supportive needs of individuals living with HIV/AIDS. A statewide network of ambulatory care clinics housed in the nine regional public medical centers operated by the LSU Health Care Services Division (HCSO), as well as the LSU Shreveport Viral Disease Clinic, provide the majority of the medical services accessed by low income uninsured persons living with HIV/AIDS. The regional public medical centers maintain a statewide HIV formulary to provide medications to eligible patients who do not have prescription coverage through private insurance or Louisiana Medicaid. The antiretroviral medications provided at these locations are primarily provided by the Ryan White II AIDS Drug Assistance Program (ADAP), administered by the HIV/AIDS Program.

The HIV/AIDS Program also provides funding for a statewide network of providers of Home Health and Hospice services, as well as regional AIDS Service Organizations (ASOs) that deliver supportive services such as case management, substance abuse counseling and treatment, child care, provision of non-formulary HIV-related medications, transportation assistance, food baskets, housing assistance and direct emergency assistance. These ASOs also provide short-term rent, mortgage and utility assistance through federal HOPWA funding to eligible low income individuals living with HIV/AIDS. Patients who are medically and financially eligible to receive these services are screened by an intake worker or case manager at one of these regional ASOs, or by case workers housed at one of the regional ambulatory care clinics. The HIV/AIDS Program also provides direct funding for primary medical care in three regions of the State (I, II, VIII and IX); health insurance continuation and legal services throughout the State; and assistance with co-payments and deductibles in Regions II - IX.

The Prevention section is responsible for the administration of the Centers for Disease Control and Prevention (CDC) funding and State general funds to conduct HIV prevention interventions throughout the State. These activities include the provision of HIV prevention counseling and testing and partner notification at nearly four hundred and fifty sites; the annual distribution of approximately fourteen million condoms through private and public agencies; the provision of funding and technical assistance to community based organizations to provide street and community outreach, prevention education, HIV prevention counseling and testing, changing drug environments, peer education programs, popular opinion leader initiatives and needle availability; and funding for the statewide Louisiana HIV/AIDS and STD Hotline. Many of the regional ASOs that provide Ryan White Title II supportive social services are also funded to carry out prevention interventions in geographic areas and with populations at high risk of acquiring HIV.

The Surveillance section also receives funding from the Centers for Disease Control and Prevention (CDC) for the specific task of tracking the AIDS epidemic and maintaining statistics on the State's growing number of individuals living with HIV/AIDS. Pertinent demographic, risk and

incidence information is available on a regional or statewide basis to policy makers, health care providers, community groups and the general public to assist these groups in making informed decisions in responding to the epidemic. The client-level data is collected, analyzed and interpreted by staff in the Surveillance section, and the resulting statistics include detailed aggregate information on persons with HIV, persons with an AIDS diagnosis and persons newly detected with HIV or AIDS, by region, parish, gender, race, age and the reported risk information.

The State of Louisiana does not have a match requirement for the HOPWA program. However, HOPWA funds have been used by project sponsors as a match to leverage other HUD programs implemented with a specific reference to persons living with HIV/AIDS.

The HIV/AIDS Program routinely solicits input on a regular basis from the statewide regional Ryan White Title II HIV CARE Consortia, the regional AIDS Service Organizations (ASOs), community based organizations (CBOs) and persons living with HIV/AIDS regarding the allocation of HOPWA funds. This input, in conjunction with an analysis of recent client utilization trends of short-term rent, mortgage and utility assistance and residential facilities, as well as the "Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002-2003," will all be important factors in decisions regarding the allocation of the 2004 State HOPWA formula award.

In reviewing all of the available information, the HIV/AIDS Program will allocate approximately thirty-five percent of the FY 2004 HOPWA formula award (\$336,213) to residential facilities in five of the nine DHH public health regions. These HOPWA funds will be awarded through a competitive Louisiana HIV/AIDS Residential Facilities Solicitation of Application process, and they are to be utilized for the rehabilitation, conversion, lease and repair of a current structure; the purchase of capital equipment; related operating expenses; and the administrative costs associated with this program. Please refer to Appendix A for eligible activities through State formula HOPWA. Four residential facilities funded through State HOPWA are currently in operation throughout the State, with another one in development.

To ensure the coordination and efficient use of both HOPWA and Ryan White CARE Act Title II funds, the remaining sixty-five percent of the FY 2004 State HOPWA formula award (\$624,396) will be allocated through a Solicitation of Proposal (SOP) in fall 2004. This competitive application process occurs annually in conjunction with the statewide solicitation of proposals from eligible agencies to provide services to low income HIV-infected individuals through Ryan White CARE Act Title II funds. These funds will provide short-term rent, mortgage and utility assistance to eligible individuals living with HIV/AIDS during FY 2004. Nine agencies in eight of the nine DHH public health regions were awarded funding for the provision of these HOPWA services in FY 2003. Table 3 provides a list of Louisiana HIV/AIDS residential facilities and community based organizations funded to provide services through FY 2003 State formula HOPWA funds.

### Needs Statement

Over the last five years the focus of HIV/AIDS housing providers has shifted somewhat dramatically. Many providers have turned their efforts from assisting people in an advanced disease

stage at the end of their lives to assisting relatively healthy individuals in living with HIV/AIDS. Many HIV-infected individuals have returned to better health with increased access to primary medical care and antiretroviral combination therapies. Some clients have even returned to work or have begun to think about the possibility of going back to work. As medical advances continue, the housing needs of HIV-infected individuals will also continue to change.

The face of HIV has also changed dramatically in the last five years. In the United States, Acquired Immune Deficiency Syndrome (AIDS) is still a disease that still primarily affects men who have sex with men (MSM). However, the fastest growing populations of people newly diagnosed and living with the Human Immunodeficiency Virus (HIV) are women, young adults, people of color, people with histories of substance abuse and/or mental health, and people from rural areas. The one common denominator among all of these groups is the need for affordable, accessible and stable housing. These demographic trends and needs are also true for the State of Louisiana.

In the past there was a need for separate programs to assist individuals living with HIV/AIDS; people with HIV/AIDS were not receiving medical treatment, and were being denied access to existing programs. Now that education has made some significant advances, it is important to integrate components of HIV/AIDS care and treatment into all aspects of supportive social programs and services. A holistic approach to treatment is now warranted and can benefit racial, cultural and ethnic minorities; women; the homeless; the mentally disabled; the physically disabled; and others that have been disenfranchised from traditional care systems.

The primary source of housing, support services and health care for low income people in the United States is the federal government. According to *Rural AIDS Housing*, to ensure the viability of subsidized housing, housing authorities and other providers are looking at a range of strategies for increasing revenue, including raising tenants' rents. In most communities, however, incomes of subsidized housing residents are increasing minimally, at best. With the U.S. economy faltering further in recent months, even fewer resources from the private sector are being directed toward the creation of housing affordable to the working poor, special needs populations and households with extremely low incomes.

Each year the State of Louisiana is faced with the task of distributing funds it receives from the federal government for programs related to the provision of services to persons living with HIV/AIDS. Every parish in the State has a resident that is either HIV-infected or has been diagnosed with AIDS; therefore, each community has some degree of need for program funding specifically designated for housing needs of persons living with HIV/AIDS. The *National AIDS Strategy* established national goals to end the epidemic of HIV/AIDS and ensure that all people living with HIV/AIDS have access to necessary supportive services, from primary health care and medications to housing to transportation and nutritional assistance. In order to be effective, these services must be high quality, affordable and responsive to the client's needs. However, without stable housing, a person living with HIV/AIDS has diminished access to care and services, and a diminished opportunity to live a productive life.

The HIV/AIDS Program, in an effort to solicit input from HIV-infected individuals throughout the state to guide the program funding to services of greatest need, conducted a joint Ryan White Title I and II Statewide HIV/AIDS Needs Assessment during the summer of 2002. The

purpose of this Needs Assessment was to gain a greater understanding of the current level of HIV/AIDS service needs and provide insight into consumers' perceptions of the availability and quality of HIV/AIDS services throughout the State. To ensure that a representative sample of responses was collected, each region received a predetermined number of surveys and a target response goal. Surveys were distributed by volunteers, community-based organizations serving people living with HIV/AIDS, public medical center staff, and members of the New Orleans Regional AIDS Planning Council and the eight HIV/AIDS Title II Consortia.

A total sample size goal for the State was 1600 respondents, which would have represented nearly 12 percent of the reported 13,553 individuals living with HIV/AIDS at the time of the survey distribution. A total of 1,328 surveys were completed, returned and used in the analysis for this report, representing 9.8 percent of the total number of individuals known to be living with HIV/AIDS. Approximately half of the individuals living with HIV/AIDS reside in the New Orleans EMSA, while the other half live in the remaining 56 parishes in the State. The results are as follow:

- \* The majority of the participants in this survey were adults between the ages of 25 and 44 years (66%). The ages ranged from 3 to 84 years.
- \* The majority of the participants were African-American (66%), and males made up 65 percent of those surveyed.
- \* Forty-one percent (41%) of the participants classified themselves as disabled or too sick to work. Thirty-seven percent (37%) of all participants are uninsured, 34 percent are insured by Louisiana Medicaid, and 24 percent are insured by Medicare.
- \* Seventy-nine percent (79%) reported monthly income less than \$1000.
- \* Eight-two percent (82%) of the participants sought medical care within the last six months and of these 88 percent received enough care. Of those who did not receive care, the most commonly cited reasons were: "did not need," "did not know where to go" and "could not afford."
- \* Sixty-eight percent (68%) of the participants received a prescription for anti-retroviral therapy within the last six months, and 80 percent had a CD4 cell count in the previous six months.
- \* Twenty-four percent (24%) of the participants had a CD4 count below 200, 50 percent had a count greater than 200 and 27 percent did not know.
- \* Thirty-two percent (32%) get to services using their own car, 25 percent get a ride from a friend or family member, 23% take the bus and 16 percent take a taxi

According to the "Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002-2003," a majority of the 1,196 respondents (69 percent) lived in their own house, apartment or mobile home, and an additional 17 percent lived in someone else's home. Three percent (36) of the respondents lived in a house for persons with AIDS, while another six percent (72) were currently incarcerated. This finding mirrors the service utilization data from April 1, 2002 - March 31, 2003 HOPWA State formula funds. Of the 1,549 eligible individuals who utilized HOPWA services during that period of time, 1,528 (99 percent) eligible individuals accessed short-term rent, mortgage and utility assistance from the nine community based organizations throughout the state that were allocated funding in this service category. At the same time, 21 of the 1,549 individuals (one percent) accessed HOPWA services from a residential facility certified through HOPWA to provide consistent facility-based care to persons living with AIDS.

The small number of surveyed respondents who reported living on the streets, in a shelter, in a drug or alcohol treatment center or in a nursing home directly mirrors the results obtained during the 2000-2001 Louisiana HIV/AIDS Needs Survey Report. However, this low number may be due to the locations in which the surveys were distributed and not a reflection of low client need. Individuals residing in these locations may not require, or may not have access to, ambulatory care clinics and community based organizations utilized as survey distribution and collection sites.

Respondents were asked how many total people lived in their household and the number that were related by “blood” or “marriage” to themselves. Among the 1233 respondents who reported living in a house, apartment, or mobile home, 31 percent (383) said that they lived alone.

People who reported living in a house, apartment or mobile home with other household members said that they lived with an average of one or two other household members (n=554). These findings correlate to the April 1, 2002 - March 31, 2003 State formula HOPWA client service utilization data. Of the 1,549 eligible individuals who were served through HOPWA short-term rent, mortgage and utility assistance, 969 were eligible individuals living with HIV/AIDS. An additional 580 were family members who also benefitted from the primary client’s access to HOPWA. A total of 510 families were assisted with these federal funds.

Additionally, the demographics reported with client service utilization data for State formula HOPWA during April 1, 2002 - March 31, 2003 closely mirror the demographic data reported in the “Ryan White Title I and II Statewide HIV/AIDS Needs Report 2002-2003.” Clients accessing HOPWA in all service categories were predominantly African American (68 percent) and male (59 percent), and were between the ages of 31 and 50. Based on these sources of information, FY 2004 HOPWA allocations were made accordingly to continue meeting the needs of eligible clients throughout the 52 parishes in the State outside the New Orleans EMSA and the Baton Rouge EMSA.

The use and distribution of FY 2004 State formula HOPWA funds is summarized as follows:

#### HOPWA Funding Projections for FY 2004:

Total Funding	\$940,000
Administrative Cost	\$ 28,200
Total Funds Available	\$911,800
Short-term Assistance	\$592,670 (65%)
Residential Facilities	\$319,130 (35%)

## COMMENTS RECEIVED

A summary of each comment received on the housing and community development needs of the State is shown in bold type and is followed by a summarized response to each comment. The comments were submitted by two administrative consultants and pertain only to the Louisiana Community Development Block Grant Program.

- \* **It was requested that the two bonus points under the LCDBG Program rating system be retained for those applicants whose target areas fall within the boundaries of a renewal/enterprise community.**

In response to the questionnaire that was mailed to all of the potential LCDBG applicants in February of 2003, nineteen local governing bodies requested that these bonus points be either reduced or eliminated. It was stated that these bonus points geographically favored communities in the northern portion of the State. For those reasons, the number of bonus points for renewal/enterprise communities was reduced to one in the proposed FY 2004 Consolidated Annual Action Plan.

- \* **One comment was received requesting an increase to \$750,000 for water for fire protection projects.**

- \* It is felt that the current ceiling amount of \$600,000 for fire protection is sufficient. Due to the reduction in the federal allocation for the LCDBG program, there will be less monies available to fund fire protection projects.

- \* **It was also suggested that the ceiling amount for demonstrated needs projects be increased to \$275,000.**

It is proposed to leave the ceiling amount for demonstrated needs at its current level of \$225,000. Due to the overall reduction in federal funds beginning with the FY 2003 program year, it is proposed to reduce the FY 2004 set-aside for demonstrated needs from \$2.7 million to \$2.5 million. The reduction in the set-aside and an increase in the maximum grant amount would result in less demonstrated needs grants being awarded.

- \* **It was suggested that the LCDBG housing funds be merged with the United States Department of Agriculture's (USDA) housing programs.**

The Office of Community Development encourages and would welcome the use of "other funds" in conjunction with the LCDBG monies for the purpose of improving and expanding the housing stock of the local governing bodies.



- \* **It was requested that a bonus point be assigned to projects which use USDA monies in conjunction with LCDBG funds.**

The use of other funds with LCDBG funds to complete projects is strongly encouraged. If other funds are being used to complete the total project thereby reducing the amount of LCDBG funds required, the average cost per person will be reduced resulting in the assignment of higher points in the rating criterion of cost effectiveness.

There are one hundred and thirty one municipalities eligible for LCDBG funds which have populations of less than one thousand persons. While USDA has both a loan and a grant program, many of the local governing bodies have to partially participate in the loan program. Since the smaller municipalities are not financially capable of assuming loans at this time, we do not feel that the issuance of a bonus point is justified.

- \* **The LCDBG Program should authorize the use of distillation methods for water treatment, as well as conventional treatment, to counter the increasing contamination of Louisiana ground and surface waters. It was also recommended that the ceiling amount for potable water be increased to \$1 million.**

The LCDBG Program neither authorizes nor prohibits the specific use of any type of water treatment methods. It is the role of each local governing body's engineer to propose the type of treatment that will best address the needs of each particular water system.

The ceiling amount for potable water projects was increased from \$600,000 to \$750,000 beginning with the FY 2002 LCDBG Program. It is felt that this amount is currently sufficient.

- \* **The demonstrated needs grants should include emergency flood control due to hurricanes and high wind.**

A number of agencies assist with hurricane protection and flood damage reduction projects. The Corps of Engineers is spending millions on very large projects in Louisiana. The Statewide Flood Control Program is also set up for such projects. The Natural Resources Conservation Service (USDA) has helped with rural drainage projects. The Federal Emergency Management Agency also supplies damage relief funds.

These are very high cost projects and do not fit within the parameters of the demonstrated needs program.

- \* **One of the consultants submitted three comments that are regulatory in nature and are not related to the housing and community development needs of the State: (a) the final request for payment submitted by the local governing bodies should be closely reviewed to ensure against overdrafts, (b) labor standards should be applied to subcontractors as well as prime contractors, and (c) monies allowed for administrative costs should be capped at fifteen percent.**

The Office of Community Development administers the LCDBG program in full accord with the federal regulations governing the program. Also, all requests for payment are closely reviewed to ensure against overdrafts.

No comments were submitted regarding the amendment for the American Dream Downpayment Initiative (ADDI) funds.



# **GENERAL APPENDICES**



## APPENDIX 4

### LOUISIANA AIDS SURVEILLANCE REPORT

January, 2003

#### CUMULATIVE AIDS CASES

	Living Cases	Deaths	Total Cases
Adult/Adolescent	6631	7829	14460
Pediatric	61	68	129
<b>Total</b>	6692	7897	14589

#### PERSONS LIVING WITH AIDS

<u>Current Age</u>	<u>Cases</u>	<u>%</u>	<u>Race/Ethnicity: Adult/Adolescent Cases</u>				
0-5	3	0		<u>Males</u>	<u>Females</u>	<u>Total</u>	<u>%</u>
06-12	41	1					
13-19	36	1	1. White Not Hispanic	2105	229	2334	35
20-24	129	2	2. Black, Not Hispanic	2875	1209	4084	62
25-29	416	6	3. Hispanic	160	26	186	3
30-34	848	13	4. Asian/Pacific Is.	13	1	14	0
35-39	1324	20	5. Am. Indian/Alaska Native	4	1	5	0
40-44	1487	22	6. Unknown	6	2	8	0
45-49	1124	17	<b>Total</b>	5163	1468	6631	100
50-54	680	10	<u>Race/Ethnicity: Pediatric Cases</u>				
55-59	344	5		<u>Males</u>	<u>Females</u>	<u>Total</u>	<u>%</u>
60+	260	4					
<b>Total</b>	6692	100	1. White Not Hispanic	0	3	3	5
			2. Black, Not Hispanic	28	29	57	93
			3. Hispanic	0	1	1	2
			<b>Total</b>	28	33	61	100

#### Exposure Category

	<u>Males</u>	<u>Females</u>	<u>Total</u>	<u>%</u>
A Men who have sex with men	2321	0	2321	35
B Injecting Drug Use	826	328	1154	17
C Men who have sex with men and inject drugs	493	0	493	7
D Hemophilia/coagulation disorder	26	0	26	0
E Heterosexual contact	313	558	871	13
F Receipt of blood, components, or tissue	25	34	59	1
G Adult: Risk not reported/Other	1156	548	1704	25
J Pediatric: Hemophilia/coagulation disorder	4	0	4	0
K Pediatric: Mother with or at risk for HIV infection	26	29	55	1
L Pediatric: Receipt of blood, components, or tissue	1	2	3	0
P Pediatric: Risk not reported/Other	0	2	2	0
<b>Total</b>	5191	1501	6692	100

**AIDS Cases: Living and Cumulative  
by Last Known Parish of Residence**

Parish	Living Cases	Total	Parish	Living Cases	Total
ACADIA CO.	36	79	SABINE CO.	10	20
ALLEN CO.	62	84	ST BERNARD CO.	45	112
ASCENSION CO.	38	94	ST CHARLES CO.	32	68
ASSUMPTION CO.	7	20	ST HELENA CO.	3	10
AVOYELLES CO.	45	89	ST JAMES CO.	19	40
BEAUREGARD CO.	24	49	ST JOHN THE BAPTIST CO.	31	65
BIENVILLE CO.	7	10	ST LANDRY CO.	64	149
BOSSIER CO.	45	95	ST MARTIN CO.	22	42
CADDO CO.	296	600	ST MARY CO.	25	69
CALCASIEU CO.	182	384	ST TAMMANY CO.	110	247
CALDWELL CO.	2	7	TANGIPAHOA CO.	74	135
CAMERON CO.	2	4	TENSAS CO.	9	21
CATAHOULA CO.	5	13	TERREBONNE CO.	46	123
CLAIBORNE CO.	26	41	UNION CO.	9	24
CONCORDIA CO.	15	36	VERMILION CO.	32	68
DE SOTO CO.	12	26	VERNON CO.	18	37
EAST BATON ROUGE CO.	1040	2158	WASHINGTON CO.	75	142
EAST CARROLL CO.	10	16	WEBSTER CO.	16	31
EAST FELICIANA CO.	49	74	WEST BATON ROUGE CO.	39	78
EVANGELINE CO.	11	30	WEST CARROLL CO.	4	8
FRANKLIN CO.	6	19	WEST FELICIANA CO.	83	124
GRANT CO.	10	22	WINN CO.	23	31
IBERIA CO.	25	69			
IBERVILLE CO.	128	226			
JACKSON CO.	5	16			
JEFFERSON CO.	536	1227			
JEFFERSON DAVIS CO.	16	35			
LA SALLE CO.	4	7			
LAFAYETTE CO.	171	390			
LAFOURCHE CO.	29	76			
LINCOLN CO.	15	41			
LIVINGSTON CO.	45	82			
MADISON CO.	13	32			
MOREHOUSE CO.	21	47			
NATCHITOCHES CO.	23	57			
ORLEANS CO.	2412	5610			
OUACHITA CO.	167	336			
OUT OF STATE	190	363			
PLAQUEMINES CO.	10	28			
POINTE COUPEE CO.	19	47			
RAPIDES CO.	121	267			
RED RIVER CO.	3	6			
RICHLAND CO.	20	33			
			<b>Total:</b>	<b>6692</b>	<b>14589</b>

Note: Cases listed as currently residing out of state were originally diagnosed in Louisiana.  
This report can be found on: <http://www.dhh.state.la.us/oph/hivstd>

**Prevalence of HIV Infected Persons in Louisiana  
Surveillance Report: 12/31/2002**

**CUMULATIVE CASES**

	<b>Living Cases</b>	<b>Deaths</b>	<b>Total Cases</b>
Adult/Adolescent	14115	8341	22456
Pediatric	169	85	254
<b>Total</b>	<b>14284</b>	<b>8426</b>	<b>22710</b>

**LIVING HIV INFECTED PERSONS**

<b><u>Current Age</u></b>	<b><u>Cases</u></b>	<b><u>%</u></b>	<b><u>Race/Ethnicity: Adult/Adolescent Cases</u></b>			
				<b><u>Males</u></b>	<b><u>Females</u></b>	<b><u>Total</u></b>
0-5	36	0				
06-12	103	1				
13-19	129	1	1. White Not Hispanic	3933	610	4543
20-24	672	5	2. Black, Not Hispanic	5883	3225	9108
25-29	1407	10	3. Hispanic	320	50	370
30-34	2115	15	4. Asian/Pacific Is.	26	5	31
35-39	2752	19	5. Am. Indian/Alaska Native	11	2	13
40-44	2824	20	6. Unknown	41	9	50
45-49	2074	15	<b>Total</b>	<b>10214</b>	<b>3901</b>	<b>14115</b>
50-54	1165	8				
55-59	551	4	<b><u>Race/Ethnicity: Pediatric Cases</u></b>			
60+	456	3		<b><u>Males</u></b>	<b><u>Females</u></b>	<b><u>Total</u></b>
<b>Total</b>	<b>14284</b>	<b>100</b>	1. White Not Hispanic	11	9	20
			2. Black, Not Hispanic	76	72	148
			3. Hispanic	0	1	1
			<b>Total</b>	<b>87</b>	<b>82</b>	<b>169</b>
						<b>100</b>

**Exposure Category**

<b><u>Cases with a reported risk:</u></b>	<b><u>Males</u></b>	<b><u>Females</u></b>	<b><u>Total</u></b>	<b><u>%</u></b>
A Men who have sex with men	4151	0	4151	44
B Injecting Drug Use	1444	686	2130	23
C Men who have sex with men and inject drugs	856	0	856	9
D Hemophilia/coagulation disorder	46	3	49	1
E Heterosexual contact	585	1325	1910	20
F Receipt of blood, components, or tissue	44	56	100	1
H Confirmed Other	0	1	1	0
J Pediatric: Hemophilia/coagulation disorder	9	0	9	0
K Pediatric: Mother with or at risk for HIV infection	76	77	153	2
L Pediatric: Receipt of blood, components, or tissue	1	4	5	0
<b>Total</b>	<b>7212</b>	<b>2152</b>	<b>9364</b>	<b>10</b>
G Adult: Risk not reported/Other	4914			
P Pediatric: Risk not reported/Other	6			
<b>Total</b>	<b>4920</b>			

This report includes persons identified with AIDS as well as persons identified with HIV infection who have not developed AIDS.  
This report can be found on: <http://www.dhh.state.la.us/oph/hivstd>



**HIV Infected Persons: Living and Cumulative  
by Last Known Parish of Residence**

<b>Parish</b>	<b>Living Cases</b>	<b>Total</b>	<b>Parish</b>	<b>Living Cases</b>	<b>Total</b>
ACADIA CO.	56	102	ST LANDRY CO.	144	236
ALLEN CO.	129	152	ST MARTIN CO.	63	85
ASCENSION CO.	88	149	ST MARY CO.	55	102
ASSUMPTION CO.	18	32	ST TAMMANY CO.	209	355
AVOUELLES CO.	138	183	TANGIPAHOA CO.	151	216
BEAUREGARD CO.	43	69	TENSAS CO.	24	36
BIENVILLE CO.	16	19	TERREBONNE CO.	118	198
BOSSIER CO.	91	145	UNION CO.	17	32
CADDO CO.	616	929	VERMILION CO.	54	92
CALCASIEU CO.	422	635	VERNON CO.	48	69
CALDWELL CO.	5	12	WASHINGTON CO.	146	219
CAMERON CO.	5	7	WEBSTER CO.	31	46
CATAHOULA CO.	18	28	WEST BATON ROUGE CO.	82	125
CLAIBORNE CO.	70	86	WEST CARROLL CO.	8	12
CONCORDIA CO.	24	46	WEST FELICIANA CO.	162	205
DE SOTO CO.	24	39	WINN CO.	64	74
EAST BATON ROUGE CO.	2336	3550			
EAST CARROLL CO.	22	29			
EAST FELICIANA CO.	105	132			
EVANGELINE CO.	31	55			
FRANKLIN CO.	12	25			
GRANT CO.	17	30			
IBERIA CO.	72	119			
IBERVILLE CO.	264	368			
JACKSON CO.	6	17			
JEFFERSON CO.	1134	1870			
JEFFERSON DAVIS CO.	35	54			
LA SALLE CO.	8	11			
LAFAYETTE CO.	424	655			
LAFOURCHE CO.	58	107			
LINCOLN CO.	36	65			
LIVINGSTON CO.	95	135			
MADISON CO.	38	59			
MOREHOUSE CO.	40	66			
NATCHITOCHES CO.	50	84			
ORLEANS CO.	5041	8455			
OUACHITA CO.	362	537			
OUT OF STATE	287	466			
PLAQUEMINES CO.	23	44			
POINTE COUPEE CO.	33	62			
RAPIDES CO.	297	452			
RED RIVER CO.	6	9			
RICHLAND CO.	45	59			
SABINE CO.	15	26			
ST BERNARD CO.	95	172			
ST CHARLES CO.	60	98			
ST HELENA CO.	6	14			
ST JAMES CO.	39	62			
ST JOHN THE BAPTIST CO.	53	88			
			<b>Total</b>	<b>14284</b>	<b>22710</b>

Note: Cases listed as currently residing out of state were originally diagnosed in Louisiana.  
This report can be found on: <http://www.dhh.state.la.us/oph/hivstd>

# APPENDIX 5

## INVENTORY OF FACILITIES AND SERVICES TO ASSIST THE HOMELESS IN LOUISIANA

HOMELESS SHELTERS - CAPACITY/CLIENTELE: STATE OF LOUISIANA 7/02

SITE CITY	FACILITY	CAPACITY	CLIENTELE
ALEXANDRIA	GRACE HOUSE	16	UM UNACCOMPANIED MEN
ALEXANDRIA	HOPE HOUSE	35	UW, SPF HOMELESS WOMEN AND THEIR CHILDREN
ALEXANDRIA	THE SALVATION ARMY TRANSIENT LODGE	19	UM, UW, SPF, AC TRANSIENTS, CPLS & SINGLES
ALEXANDRIA	TSC EMERGENCY SHELTER	8	UM, UW, SPF, TPF, AC
ALEXANDRIA	TURNING POINT CENTER/FAM. COUNS. AGENCY	36	UW, SPF BATTERED WOMEN & THEIR CHILDREN
BASTROP	YWCA-REACH OUT:MOREHOUSE TRANSITIONAL	13	UW, SPF DOMESTIC VIOLENCE SURVIVORS
BATON ROUGE	A NEW INSPIRATION	35	UW, UM RECOVERING ALCOHOLICS & ADDICTS
BATON ROUGE	BATTERED WOMEN'S PROGRAM/ZONTA HOUSE	42	UW, SPF BATTERED WOMEN & THEIR CHILDREN
BATON ROUGE	BISHOP OTT DAY CENTER/NIGHT SHELTER	56	UM - UNACCOMPANIED MEN OVER THE AGE OF 18
BATON ROUGE	BISHOP OTT SHELTER FOR WOMEN & CHILDREN	36	UW, SPF - WOMEN & WOMEN WITH CHILDREN
BATON ROUGE	FAMILIES FIRST HOUSING	40	SPF, TPF HOMELESS INTACT FAMILIES
BATON ROUGE	JOSEPH HOMES, INC.	9	UM - RECENTLY RELEASED MALE EX-OFFENDERS
BATON ROUGE	KALEIDOSCOPE	12	UY - HOMELESS AND/OR RUNAWAY YOUTH, AGES 10-17
BATON ROUGE	MAISON DES AMI OF LA	46	UM, UW MENTALLY ILL, HANDICAPPED & ADDICTS
BATON ROUGE	MISSIONARIES/CHARITY QUEEN OF PEACE HOME	42	UW, SPF, UFY: WOMEN, MOTHERS & CHILDREN
BATON ROUGE	MYRIAM'S HOUSE	10	UW UNACCOMPANIED WOMEN
BATON ROUGE	O'BRIEN HOUSE	56	UM, UW - RECOVERING SUBSTANCE ABUSERS
BATON ROUGE	PASSAGES	13	UFY, UMY, UM, UW, SPF HMELESS YTH/YNG ADULTS, SGLE PARENT FAM
BATON ROUGE	ST. ANTHONY'S HOME-OLOL RMC	12	UW, UM - UNACCOMPANIED MEN & WMN WITH AIDS
BATON ROUGE	THE SALVATION ARMY TRANSIENT LODGE	25	UM- SINGLE MEN
BATON ROUGE	URBAN RESTORATION ENHANCEMENT CORP.	22	SPF, TPF ADULT FAMILIES WITH CHILDREN
BATON ROUGE	VOA FAM. EMERGENCY SHELTER/AMERICA HOUSE	45	UW, SPF, TPF, AC - FAMILY UNITS AND WOMEN
BATON ROUGE	VOA TRANSITIONAL HOUSING PROGRAM	36	SPF, TPF, SINGLES & 2 PRNT FAMILIES W/CHRN
BATON ROUGE	WOMEN'S COMMUNITY REHABILITATION CENTER	15	UW -CHRONICALLY MENTALLY ILL ADULT FEMALES
BOGALUSA	C A R E MINISTRIES	16	UM, SPF SINGLE MEN, BATTERED WOMEN AND THEIR CHILDREN
BOSSIER CITY	CADDO BOSSIER CENTER	46	UW, UM RECOVERING ALCOHOLICS AND DRUG ADDICTS
BOSSIER CITY	COTTAGES OF HOPE	8	UW, PREGNANT WOMEN, SINGLE WOMEN & WOMEN W/CHILDREN
BOSSIER CITY	PROJECT NEXT STEP	85	UW - SINGLE WOMEN 18 YEARS AND OLDER
CHALMETTE	ST. BERNARD BATTERED WOMEN'S SHELTER	26	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN
CROWLEY	ASSIST AGENCY HOMELESS SHELTER	12	UW, SPF SINGLE WOMEN & MOTHERS W/ CHILDREN
CROWLEY	WELCOME HOUSE-MAXI GOSPEL TAB. CHURCH	28	UW, SPF, TPF, AC, UFY, UMY ALL TYPES
DERIDDER	JUNE JENKINS WOMEN'S SHELTER	20	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN
EUNICE	THRESHOLD OF HOPE CENTER	14	SPF, TPF HOMELESS FAMILIES WITH CHILDREN
FRANKLIN	CHEZ HOPE	24	UM, SPF DOMESTIC VIOLENCE VICTIMS & THEIR CHILDREN
FRANKLIN	SUNSHINE HOUSE	6	SPF, TPF, SINGLE & 2 PARENT HOMELESS FMLYS
GONZALES	ASCENSION FAMILY CRISIS SHELTER	10	SPF, TPF SINGLE AND TWO PARENT FAMILIES
GONZALES	ASCENSION HOUSE	12	UM, SPF ACCOMPANIED MEN & FATHERS WITH CHILDREN
GONZALES	WOMEN'S DREAM HOME 1	5	UW, SPF - UNACCOMPANIED WOMEN & WOMEN W/CHILDREN

HOMELESS SHELTERS - CAPACITY/CLIENTELE: STATE OF LOUISIANA

SITE CITY	FACILITY	CAPACITY	CLIENTELE
HAMMOND	SOUTHEAST SPOUSE ABUSE PROGRAM	73	UW, SPF DOMESTIC VIOLENCE VICTIMS
HAMMOND	TANGIPAHOA-QUAD AREA FAM. CRISIS SHELTER	6	UM, UW, SPF, TPF, AC
HARVEY	GATEWAY FOUNDATION	174	UM,UW CHRONICALLY MENTALLY ILL, SUBSTANCE ABUSERS
HARVEY	WAYMAKER MINISTRIES	4	UW, SPF - WOMEN WITH NO MORE THAN 3 CHILDREN
HOUMA	BEAUTIFUL BEGINNINGS CENTER	19	SPF, HOMELESS MOTHERS W/CHILDREN 6 & UNDER
HOUMA	BUNKHOUSE SHELTER	50	UW, SPF, TPF, AC
HOUMA	THE HAVEN: MARGARET'S HOME	14	SPF, DOMESTIC VIOLENCE VICTIMS - WOMEN W/CHN.
JEFF. PAR.	THE NINEVEH COMMUNITY & DAY CARE CENTER	20	UW, SPF, BATTERED WOMEN AND THEIR CHILDREN
JEFFERSON	METRO BW PROGRAM	30	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN
JEFFERSON	THE SALVATION ARMY ADULT REHAB. CENTER	122	UM, UNACC. MEN IN RECOVERY FROM ADDICTIVE DISORDERS
KENNER	KENNER DISASTER SHELTER	12	SPF, TPF, AC FAMILIES, COUPLES,HMLS BY DSTR
LAFAYETTE	ACADIANA RECOVERY CENTER	22	UM, UW ADULTS W/CHEM. DEPEND.-NO ALCOHOL IN 72 HRS
LAFAYETTE	FAITH HOUSE	45	UW, UFY, SPF - FAMILY VIOLENCE VICTIMS
LAFAYETTE	GATEHOUSE FOUNDATION HALFWAY HOUSE	15	UM, UW - RECOVERING SUBSTANCE ABUSERS
LAFAYETTE	JOB AND OPPORTUNITY AND TRAINING CENTER	26	UM, UW UNACCOMPANIED ADULT- SUB. ABUSERS
LAFAYETTE	JOSHUA HOUSE	8	UM UNACCOMPANIED MEN COMING FROM TREATMENT
LAFAYETTE	MAISON DE MERE	14	UW, SPF PREGNANT AND/OR PARENTING TEENAGE GIRLS
LAFAYETTE	NAOMI HOUSE	14	UW SINGLE HOMELESS WOMEN
LAFAYETTE	PROMISED LAND APARTMENTS	29	SPF - MOTHERS WITH CHILD(REN)
LAFAYETTE	SMILE FAMILY SHELTER	20	SPF, TPF, AC - 1 & 2 PARENT FAMILIES, COUPLES
LAFAYETTE	ST. FRANCIS FOUNDATION HALFWAY HOUSE	15	UM, UW - RECOVERING SUBSTANCE ABUSERS
LAFAYETTE	ST. JOSEPH SHELTER FOR MEN	40	UM - UNACCOMPANIED MEN
LAFAYETTE	THE SALVATION ARMY HOMELESS LODGE	22	UM - UNACCOMPANIED MEN
LAFAYETTE	VOLUNTEERS OF AMERICA	20	UM, UW - UNACCOMPANIED ADULTS WHO ARE MENTALLY ILL
LK CHARLES	CALCASIEU WOMEN'S SHELTER	33	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN
LK CHARLES	CENTER OF HOPE	32	UM, TPF, AC - ADULTS & FAMILIES WITH CHILDREN
LK CHARLES	DAILY BREAD REFUGE MISSION AND SHELTER	6	UM, UNACCOMPANIED MEN - RECOVERING SUB. ABUSERS
LK CHARLES	HARBOUR HOUSE	20	UFY, UMY - YOUTH, AGES 3 - 17
LK CHARLES	NEPENTHE HOUSE	16	UM MEN W/AIDS OR RECOVERING SUB. ABUSERS
LK CHARLES	POTTERS HOUSE	16	UW, SPF - FAMILIES WITH CHILDREN
LK CHARLES	THE LORD'S PLACE	35	UM - UNACCOMPANIED MEN W/O CHRONIC MENTAL ILLNESS
LK CHARLES	VOA CRISIS DOMICILIARY PROGRAM	6	UM, UW SEVERELY MENTALLY ILL ADULTS
LEESVILLE	DOWDEN MEMORIAL SHELTER/VERNON COMM. ACT.	28	UM, UW, SPF, TPF, - SINGLES AND FAMILIES
LIVINGSTON	LIVINGSTON PARISH HOMELESS SHELTER	6	UM,UW,SPF,TPF, AC - UNACCOMPANIED ADULTS & FAMILIES
MANSFIELD	DESOTO PARISH TEMPORARY SHELTER	8	SPF, TPF - FAMILIES WITH CHILDREN
MANY	TAYLOR HOUSE: SABINE SHELTER	20	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN

## HOMELESS SHELTERS - CAPACITY/CLIENTELE: STATE OF LOUISIANA

SITE CITY	FACILITY	CAPACITY	CLIENTELE
MARRERO	ACC/JEFFERSON PARISH CARE CENTER	36	SPF, TPF, SINGLE & TWO PARENT FAMILIES
MARRERO	RESPONSIBILITY HOUSE SOCIAL DETOX	12	UM, UW - UNACCOMPANIED ADULTS
MINDEN	UNITED CHRISTIAN HOME, INC.	19	UM, UW, SPF, TPF, AC
MONROE	FAIRHAVEN HOMELESS SHELTER	16	UW, UM - CHRONICALLY MENTALLY ILL ADULTS
MONROE	OUR HOUSE	22	UMY, UFY, SPF UNACC.YOUTH & SINGLE PARENT FAMILIES
MONROE	THE FRANCISCAN HOUSE	8	UW, UM MEN, WOMEN WITH HIV/AIDS
MONROE	THE SALVATION ARMY SHELTERS	48	UW, UM, SPF, TPF, AC SINGLES AND FAMILIES
MONROE	YWCA MARY GOSS SHELTER	22	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN
MONROE	YWCA:RAISE THE ROOF TRANSITIONAL HOUSING	15	UW, SPF - DOMESTIC ABUSE SURVIVORS
NEW IBERIA	SMILE IBERIA PARISH HOMELESS SHELTER	24	SPF, TPF, AC - FAMILIES, SINGLES
NEW IBERIA	SNAP SHELTER	22	UW, SPF - VICTIMS OF FAMILY VIOLENCE
NEW ORLEANS	ACC CARE CENTER	24	UW, SPF, WOMEN, MOTHERS AND THEIR CHILDREN
NEW ORLEANS	ACC/CRESCENT HOUSE 1	28	UW, SPF BATTERED WOMEN AND THEIR CHILDREN
NEW ORLEANS	ACC/CRESENT HOUSE 11	19	UW, SPF - SINGLE WOMEN & MOTHERS WITH CHILDREN
NEW ORLEANS	BRANTLEY BAPTIST CENTER	230	UM, UF - UNACCOMPANIED ADULTS
NEW ORLEANS	BRIDGE HOUSE CORPORATION	124	UM - RECOVERING SUBSTANCE ABUSERS
NEW ORLEANS	COMMUNITY CHRISTIAN CONCERN	10	SPF, TPF - HOMELESS FAMILIES WITH CHILDREN
NEW ORLEANS	COVENANT HOUSE	114	UFY, UMY - HOMELESS YOUTH AND THEIR CHN.
NEW ORLEANS	GRACE HOUSE OF NEW ORLEANS	28	UW - WOMEN WITH AN ALCOHOL OR DRUG PROBLEM
NEW ORLEANS	HOPE HOUSE TRANSITIONAL HOUSING	48	SPF, TPF - FAMILIES W/CHILDREN
NEW ORLEANS	LINDY'S PLACE	17	UW HOMELESS UNACCOMPANIED WOMEN
NEW ORLEANS	LIVING WITNESS COMMUNITY SOCIAL SERVICES	20	UM - RECOVERING SUBSTANCE ABUSERS
NEW ORLEANS	NEW ORLEANS MISSION	221	UM, UW - UNACCOMPANIED MEN & WOMEN
NEW ORLEANS	ODYSSEY HOUSE FAMILY CENTER	20	UW, SPF - SUB. DEPENDENT WOMEN & THEIR CHN
NEW ORLEANS	OZANAM INN	96	UM - SINGLE ADULT MALES
NEW ORLEANS	PROJECT LAZARUS	24	UM, UW - MEN AND WOMEN WITH AIDS
NEW ORLEANS	SALVATION ARMY CTR OF HOPE/MEN'S SHELTER	105	UM - UNACCOMPANIED HOMELESS MEN
NEW ORLEANS	SALVATION ARMY CTR OF HOPE/WOMEN'S LODGE	93	UW, SPF - WOMEN AND MOTHERS WITH CHILDREN
NEW ORLEANS	SALVATION ARMY TRANSITIONAL FMLY HSNG	60	SPF, TPF - SINGLE & 2 PARENT FAMILIES
NEW ORLEANS	SHEPHERD'S FLOCK SHELTER	22	UM - RECOVERING MALE SUBSTANCE ABUSERS
NEW ORLEANS	VOLUNTEERS OF AMERICA SRO	81	UM, UW-SINGLE ADULTS:RECOVERING SUB.ABUSERS
NEW ORLEANS	YWCA BW PROGRAM TRANSITIONAL HOUSE	12	SPF - BATTERED WOMEN WITH CHILDREN
NEW ROADS	POINTE COUPEE EMERGENCY SHELTER	6	UW, SPF, TPF, AC FAMILIES AND SINGLE WOMEN
OPELOUSAS	NEW LIFE CENTER	102	UW,SPF- UNACCOMP.WOMEN & WOMEN WITH CHILDREN
OPELOUSAS	OPELOUSAS LIGHT HOUSE MISSION	24	UM UNACCOMPANIED HOMELESS MEN
PINEVILLE	VOA TRANSITIONAL RESIDENTIAL SERVICES	8	UM, UW, AC-ADULTS WITH CHRONIC MENTAL ILLNESS
RAYNE	J & K HOPE CENTER	12	UM -DUAL DIAG. ADULT MEN WHO DESIRE REC./SELF-SUFF.
RAYVILLE	OUR FATHER'S ARMS-COMMUNITY SHELTER	12	ALL TYPES
RUSTON	D.A.R.T.	8	UW, SPF FAM. VIOLENCE VICTIMS & THEIR CHN

HOMELESS SHELTERS - CAPACITY/CLIENTELE: STATE OF LOUISIANA

SITE CITY	FACILITY	CAPACITY	CLIENTELE
SHREVEPORT	BEN'S HOUSE, BILL'S HOUSE, JEREMY'S PLACE	65	UM, UW - MEN & WOMEN RECOVERING FROM SUBSTANCE ABUSE
SHREVEPORT	BRIDGES (SAFE HAVENS PROGRAM)	10	UM, UW,SPF, TPF, AC HOMELESS MENTALLY ILL
SHREVEPORT	BUCKHALTER HOTEL	47	UM, UW - RECOVERING SUBSTANCE ABUSERS
SHREVEPORT	CHRIST'S CENTER OUTREACH FOR THE HOMELESS	32	UM, UW, SPF, TPF - MEN, WOMEN, FAMILIES
SHREVEPORT	CHRISTIAN SERVICES	44	UM, UW, SPF, AC - ADULTS & FAMILIES
SHREVEPORT	CROSSROADS	9	PERSONS WITH SERIOUS MENTAL ILLNESS
SHREVEPORT	MCADOO HOTEL	45	UW, UM - HOMELESS ELDERLY AND MENTALLY ILL
SHREVEPORT	MERCY CENTER	10	UM, UW - UNACCOMP. MEN, WOMEN WITH HIV/AIDS
SHREVEPORT	PROJECT REACH	9	UM, UW DUAL DIAGNOSIS:MENTALLY ILL/SUB. ABUSERS
SHREVEPORT	PROVIDENCE HOUSE HOMELESS FAMILY SHELTER	112	SPF, TPF - LEGALLY MARRIED & WMN UNDER 18 W/CHILDREN
SHREVEPORT	SHREVEPORT-BOSSIER RESCUE MISSION	96	UM - UNACCOMPANIED HOMELESS MEN
SHREVEPORT	S.T.E.P.S.	12	UM, UW, UMY, UFY NEEDING NON-MEDICAL DETOX
SHREVEPORT	THE SALVATION ARMY SHELTER OF HOPE	57	UM, UW, SPF, TPF - UNACCOMPANIED ADULTS & FAMILIES
SHREVEPORT	TRANSITIONS	12	UM, UW PERSONS WITH CHRONIC MENTAL ILLNESS
SHREVEPORT	YWCA FAMILY VIOLENCE PROGRAM	30	UW, SPF - BATTERED WOMEN AND THEIR CHILDREN
SLIDELL	SAFE HARBOR	21	UW, SPF - DOMESTIC VIOLENCE VICTIMS & CHRN
SLIDELL	THE CARING CENTER OF SLIDELL	15	UW, SPF - HOMELESS WOMEN AND CHILDREN
ST.MARTINVILLE	NEW START CENTER	15	UW, SPF - BATTERED WOMEN & THEIR CHILDREN
THIBODAU	CHEZ HOPE	6	UM, SPF - DOMESTIC VIOLENCE VICTIMS & THEIR CHILDREN
VINTON	CITY OF REFUGE	60	UM, SPF, AC - HOMELESS MEN AND VETERANS
WINNSBORO	UNITED MINISTERIAL ALLIANCE HOMELESS SHELTER	7	UM, UW, SPF, TPF, AC
WINNSBORO	YWCA - REACHOUT: FRANKLIN TRANS. HOUSING	9	UW, SPF - DOMESTIC ABUSE SURVIVORS

TOTAL NUMBER OF FACILITIES: 135
TOTAL STATEWIDE CAPACITY: 4,584

CLIENTELE CODES:	UM - Unaccompanied Men	SPF - Single Parent Families
	UW - Unaccompanied Women	TPF - Two Parent Families
	UFY - Unaccompanied Female Youth Under 18	AC - Adult Couples
	UMY - Unaccompanied Male Youth Under 18	(without children)

HOMELESS SHELTERS - LOCATIONS AND PHONE NUMBERS  
STATE OF LOUISIANA 7/02

SITE CITY	FACILITY	LOCATION	TELEPHONE NUMBER
ALEXANDRIA	GRACE HOUSE	2807 LEVIN	(318) 443-8045
ALEXANDRIA	HOPE HOUSE	29 BOLTON AVENUE	(318) 487-2061, FAX 449-3950
ALEXANDRIA	THE SALVATION ARMY TRANSIENT LODGE	620 BEAUREGARD	(318) 442-0445, FAX 443-2136
ALEXANDRIA	TSC EMERGENCY SHELTER	CONFIDENTIAL	(318) 448-3752, FAX 484-3993
ALEXANDRIA	TURNING POINT CENTER/FAM. COUNS. AGENCY	CONFIDENTIAL	(318) 442-7196, EMER: 445-2022
BASTROP	YWCA-REACH OUT: MOREHOUSE TRANS. HSNQ.	SCATTERED SITE APTS.	(318) 281-3655, FAX 281-6355
BATON ROUGE	A NEW INSPIRATION	1272 LAUREL STREET	(225) 343-3286, FAX 343-0052
BATON ROUGE	BATTERED WOMEN'S PROGRAM/ZONTA HOUSE	CONFIDENTIAL	(225) 389-3001, FAX 358-3444
BATON ROUGE	BISHOP STANLEY J. OTT SHELTERS	1623 CONVENTION ST. & 2550 PLANK ROAD	(225) 383-7343, 355-0374 FAX 383-6623
BATON ROUGE	PASSAGES	CONFIDENTIAL	(225) 343-6300, FAX 343-6303
BATON ROUGE	FAMILIES FIRST HOUSING	CONFIDENTIAL	(225) 336-4406, 336-8700 Ext 413
BATON ROUGE	JOSEPH HOMES, INC.	130 SOUTH 11TH ST.	(225) 336-8770, FAX 336-8745
BATON ROUGE	KALEIDOSCOPE	260 S. ACADIAN THRWY.	(225) 343-6300, FAX 343-6303
BATON ROUGE	MAISON DES AMI OF LA	1050 CONVENTION ST.	(225) 343-3827, FAX 343-3861
BATON ROUGE	MISSIONARIES/CHARITY QUEEN OF PEACE HOME	737 EAST BLVD	(225) 383-8367
BATON ROUGE	MYRIAM'S HOUSE	1141 W. CHIMES STREET	(225) 334-0662, FAX 334-0663
BATON ROUGE	O'BRIEN HOUSE	1220 MAIN ST.	(225) 344-6345, FAX 344-0119
BATON ROUGE	ST. ANTHONY'S HOME-OLOL RMC	CONFIDENTIAL	(225) 765-8917, 923-1389
BATON ROUGE	THE SALVATION ARMY TRANSIENT LODGE	7361 AIRLINE HWY	(225) 355-4483, FAX 355-7393
BATON ROUGE	URBAN RESTORATION ENHANCEMENT CORP.	SCATTERED SITES	(225) 356-8871, FAX 357-8732
BATON ROUGE	VOA FAMILY EMERGENCY SHELTER/AMERICA HOUSE	827 AMERICA ST.	(225) 381-7955, FAX 383-6182
BATON ROUGE	VOA TRANSITIONAL HOUSING PROGRAM	2447 BROWNEE ST.	(225) 381-7955, FAX 383-6182
BATON ROUGE	WOMEN'S COMMUNITY REHABILITATION CENTER	855 ST. FERDINAND ST.	(225) 336-0000, FAX 336-0500
BOGALUSA	C A R E MINISTRIES	815 AVENUE F	(985) 732-0355
BOSSIER CITY	CADDO BOSSIER CENTER	1525 FULLILOVE DRIVE	(318) 747-1161, FAX 747-0311
BOSSIER CITY	COTTAGES OF HOPE	3160 SHED RD & 2406-B RIVERWOOD	(318) 227-2100, FAX 227-0035
BOSSIER CITY	PROJECT NEXT STEP	2404 RIVERWOOD	(318) 227-2100, FAX 227-0035
CHALMETTE	ST. BERNARD BATTERED WOMEN'S SHELTER	CONFIDENTIAL	(504) 277-3177
CROWLEY	ASSIST AGENCY HOMELESS SHELTER	CONFIDENTIAL	(337) 788-7550, FAX 783-9353
CROWLEY	WELCOME HOUSE-MAXI GOSPEL TAB.CHURCH	24292 CROWLEY-EUNICE HWY	(337) 783-7066
DERIDDER	JUNE JENKINS WOMEN'S SHELTER	CONFIDENTIAL	(337) 462-6504, FAX 463-5495
EUNICE	THRESHOLD OF HOPE CENTER	411 N. CC DUSON ST.	(337) 546-0938, FAX 550-7018
FRANKLIN	CHEZ HOPE	CONFIDENTIAL	(337) 828-4200, FAX 828-4202
FRANKLIN	SUNSHINE HOUSE	1407 BARROW ST.	(337) 828-5703, FAX 828-5754

HOMELESS SHELTERS - LOCATIONS AND PHONE NUMBERS  
STATE OF LOUISIANA

SITE CITY	FACILITY	LOCATION	TELEPHONE NUMBER
GONZALES	ASCENSION FAMILY CRISIS SHELTER	CONFIDENTIAL	(225) 644-8532
GONZALES	ASCENSION HOUSE MINISTRIES	1349 N. TOBY ST.	(225) 647-9513, FAX 647-9513
GONZALES	WOMEN'S DREAM HOME 1	317 ST. PATRICK ST.	(225) 474-6688
HAMMOND	SOUTHEAST SPOUSE ABUSE PROGRAM	CONFIDENTIAL	(985) 542-8384, FAX 429-1288
HAMMOND	TANGIPAHOA-QUAD AREA FAMILY CRISIS SHELTER	CONFIDENTIAL	(225) 567-2350, FAX 567-2630
HARVEY	GATEWAY FOUNDATION	4103 LAC COUTURE DR.	(504) 368-9935
HARVEY	WAYMAKER MINISTRIES	804 FIRST AVENUE	(504) 328-4354, FAX 328-4354
HOUMA	BEAUTIFUL BEGINNINGS CENTER	300 BOND STREET	(985) 580-8105, FAX 873-6880
HOUMA	BUNKHOUSE SHELTER	8424 MAIN STREET	(985) 876-9976
HOUMA	THE HAVEN:MARGARET'S HOME	CONFIDENTIAL	(985) 872-0757, FAX 873-7494
JEFF. PAR	THE NINEVEH COMMUNITY & DAY CARE CENTER	CONFIDENTIAL	(504) 437-0130, FAX 652-8438
JEFFERSON	METRO BATTERD WOMEN'S PROGRAM	CONFIDENTIAL	(504) 837-5455, FAX 828-2893
JEFFERSON	THE SALVATION ARMY ADULT REHABILITATION CTR	200 JEFFERSON HWY.	(504) 835-1781, FAX 831-7522
KENNER	KENNER DISASTER SHELTER	908 27 <sup>TH</sup> STREET	(504) 468 7823, FAX 468-6665
LAFAYETTE	ACADIANA RECOVERY CENTER	401 W. VERMILION ST.	(337) 291-5400
LAFAYETTE	FAITH HOUSE	CONFIDENTIAL	(337) 232-8954, FAX 232-2770
LAFAYETTE	GATEHOUSE FOUNDATION HALFWAY HOUSE	206 S. MAGNOLIA ST.	(337) 233-8031, FAX 233-0462
LAFAYETTE	JOB & OPPORTUNITY & TRAINING CENTER	125 S. BUCHANAN	(337) 237-7618 X220
LAFAYETTE	JOSHUA HOUSE	217 OLIVIER	(337) 237-7618 X220
LAFAYETTE	MAISON DE MERE	520 ST. JOHN ST.	(337) 237-1320, FAX 237-0806
LAFAYETTE	NAOMI HOUSE	124 OLIVIER STREET	(337)237-7618 X220,FAX 237-7650
LAFAYETTE	PROMISED LAND APARTMENTS	405 ST. JOHN ST.	(337) 235-4972, 234-0953
LAFAYETTE	SMILE FAMILY SHELTER	418 LAFAYETTE ST.	(337) 234-3272, FAX 234-3274
LAFAYETTE	ST. FRANCIS FOUNDATION HALFWAY HOUSE	1610 WEST UNIVERSITY	(337) 233-8114, FAX 233-8122
LAFAYETTE	ST. JOSEPH SHELTER FOR MEN	425 ST. JOHN ST.	(337) 233-6816
LAFAYETTE	THE SALVATION ARMY HOMELESS LODGE	212 SIXTH STREET	(337) 235-2407, FAX 237-8676
LAFAYETTE	VOLUNTEERS OF AMERICA	DR. JOSEPH TYLER MHC	(337) 291-2815
LAKE CHAS.	CALCASIEU WOMEN'S SHELTER	CONFIDENTIAL	(337) 436-4552, FAX 436-8327
LAKE CHAS.	CENTER OF HOPE	3020 LEGION STREET	(337) 721-8068, FAX 721-8069
LAKE CHAS.	DAILY BREAD REFUGE MISSION & SHELTER	604 BOSTON STREET	(337) 433-7026, FAX 439-8128
LAKE CHAS.	HARBOUR HOUSE	CONFIDENTIAL	(337) 433-6739, FAX 436-7720
LAKE CHAS.	NEPENTHE HOUSE	CONFIDENTIAL	(337) 430-0888, FAX 430-0910
LAKE CHAS.	POTTERS HOUSE	3740 KIRKMAN STREET	(337) 477-1116, FAX 477-1127
LAKE CHAS.	THE LORD'S PLACE	126 KIRKMAN	(337) 494-6277

LAKE CHAS.      VOA CRISIS DOMICILIARY PROGRAM

CONFIDENTIAL

(337) 497-0034, FAX 497-0229



HOMELESS SHELTERS - LOCATIONS AND PHONE NUMBERS  
STATE OF LOUISIANA

SITE CITY	FACILITY	LOCATION	TELEPHONE NUMBER
LEESVILLE	DOWDEN MEMORIAL SHELTER/VERNON COMM. ACT.	CONFIDENTIAL	(337) 239-4457
LIVINGSTON	LIVINGSTON PARISH HOMELESS SHELTER	CONFIDENTIAL	(225) 686-2901, FAX 686-2909
MANSFIELD	DESOTO PARISH TEMPORARY SHELTER	CONFIDENTIAL	(318) 872-0880, FAX 871-8616
MANY	TAYLOR HOUSE: SABINE SHELTER	CONFIDENTIAL	(318) 256-6242, 256-3408
MARRERO	ACC/JEFFERSON PARISH CARE CENTER	1108 BARATARIA BLVD	(504) 347-0772, FAX 371-8783
MARRERO	RESPONSIBILITY HOUSE	5001 WESTBANK EXPWY, STE B	(504) 371-0206, FAX 371-0204
MINDEN	UNITED CHRISTIAN HOME, INC.	104-109 FULLER ST.	(318) 377-7525
MONROE	FAIRHAVEN HOMELESS SHELTER	820 JACKSON ST.	(318) 322-4612, 343-9200
MONROE	OUR HOUSE	205 SMITH ST.	(318) 343-8336, FAX 345-5550
MONROE	THE SALVATION ARMY SHELTERS	105 HART ST.	(318) 325-1755, FAX 387-7158
MONROE	THE FRANCISCAN HOUSE	CONFIDENTIAL	(318) 322-3635, FAX 324-1701
MONROE	YWCA MARY GOSS SHELTER	CONFIDENTIAL	(318) 323-1505, FAX 651-9320
MONROE, BASTROP	YWCA TRANSITIONAL HOUSING	SCATTERED SITE APTS.	(318) 651-9314, FAX 651-9320
NEW IBERIA	SMILE IBERIA PARISH HOMELESS SHELTER	301 ROBERTSON ST.	(337) 365-4772, 234-3272
NEW IBERIA	SNAP SHELTER	CONFIDENTIAL	(337) 367-7627
NEW ORLEANS	ACC/CARE CENTER	4222 SOUTH BROAD ST.	(504) 822-3751, FAX 822-3761
NEW ORLEANS	ACC/CRESCENT HOUSE I	CONFIDENTIAL	(504) 865-0057, FAX 865-0050
NEW ORLEANS	ACC/CRESCENT HOUSE II	CONFIDENTIAL	(504) 865-0057, FAX 865-0050
NEW ORLEANS	BRANTLEY BAPTIST CENTER	201 MAGAZINE ST.	(504) 523-5761, FAX 525-9913
NEW ORLEANS	BRIDGE HOUSE CORPORATION	1160 CAMP ST.	(504) 522-4475, 522-2124 X14
NEW ORLEANS	COMMUNITY CHRISTIAN CONCERN	SCATTERED SITES	(504) 245-3689, FAX 241-2486
NEW ORLEANS	COVENANT HOUSE	611 NORTH RAMPART ST.	(504) 584-1111, FAX 584-1171
NEW ORLEANS	GRACE HOUSE OF NEW ORLEANS	1401 DELACHAISE ST.	(504) 899-2423, FAX 899-0041
NEW ORLEANS	HOPE HOUSE TRANSITIONAL HOUSING	SCATTERED SITES	(504) 522-4235
NEW ORLEANS	LINDY'S PLACE	2407 BARONNE STREET	(504) 269-0184, FAX 269-1383
NEW ORLEANS	LIVING WITNESS COMMUNITY SOCIAL SERVICES	CONFIDENTIAL	(504) 524-2959, FAX 524-6365
NEW ORLEANS	NEW ORLEANS MISSION	1130 O.C. HALEY BLVD.	(504) 523-2116, FAX 523-9493
NEW ORLEANS	ODYSSEY HOUSE FAMILY CENTER	1125 NORTH TONTI ST.	(504) 821-9211 X41, FAX 821-0500
NEW ORLEANS	OZANAM INN	843 CAMP ST.	(504) 523-1184, FAX 523-1187
NEW ORLEANS	PROJECT LAZARUS	CONFIDENTIAL	(504) 949-3609, FAX 944-7944
NEW ORLEANS	SALVATION ARMY CTR OF HOPE/MEN'S SHELTER	4500 S. CLAIBORNE AVE	(504) 899-2332, FAX 891-1444
NEW ORLEANS	SALVATION ARMY CTR OF HOPE/WOMEN'S LODGE	4500 S. CLAIBORNE AVE	(504) 895-6727, FAX 891-1444
NEW ORLEANS	SALVATION ARMY TRANSITIONAL FAMILY HSNG	4500 S. CLAIBORNE AVE	(504) 899-4569 X3015, FAX 899-5265
NEW ORLEANS	SHEPHERD'S FLOCK SHELTER	1631 BARONNE ST.	(504) 525-5351
NEW ORLEANS	VOLUNTEERS OF AMERICA SRO	3901 TULANE AVE.	(504) 483-9839, FAX 483-9840
NEW ORLEANS	YWCA BW PROGRAM TRANSITIONAL HOUSE	CONFIDENTIAL	(504) 482-9922, FAX 486-0363

HOMELESS SHELTERS - LOCATIONS AND PHONE NUMBERS  
STATE OF LOUISIANA

SITE CITY	FACILITY	LOCATION	TELEPHONE NUMBER
NEW ROADS	POINTE COUPEE EMERGENCY SHELTER	CONFIDENTIAL	(225) 618-8300, FAX 618-8380
OPELOUSAS	NEW LIFE CENTER	441 EAST LANDRY	(337) 948-3161, FAX 948-0011
OPELOUSAS	OPELOUSAS LIGHT HOUSE MISSION	704 WEST SOUTH STREET	(337) 948-5922, 948-8865
PINEVILLE	VOA TRANSITIONAL RESIDENTIAL SERVICES	81 & 85 RAINBOW DRIVE	(318) 442-8026, FAX 442-8842
RAYNE	J & K HOPE CENTER, INC.	814 HOLT STREET	(337) 334-9495, FAX 334-1485
RAYVILLE	OUR FATHER'S ARMS - COMMUNITY SHELTER	1084 HWY. 137 N.	(318) 728-5923, FAX 728-5926
RUSTON	D.A.R.T.	CONFIDENTIAL	(318) 251-2255, FAX 513-9373
SHREVEPORT	BEN'S HOUSE, BILL'S HOUSE, JEREMY'S PLACE	4 LOCATIONS	(318) 424-7327, FAX 424-7377
SHREVEPORT	BRIDGES [SAFE HAVENS PROGRAM]	1109 HIGHLAND AVENUE	(318) 865-1422, FAX 865-4566
SHREVEPORT	BUCKHALTER HOTEL	527 CROCKETT ST.	(318) 222-1767, FAX 222-6464
SHREVEPORT	CHRIST'S CENTER OUTREACH FOR THE HOMELESS	1445 CLAIBORNE AVE	(318) 636-4203
SHREVEPORT	CHRISTIAN SERVICES	1248 SPRAGUE	(318) 222-3363, FAX 221-2355
SHREVEPORT	CROSSROADS	526 KIRBY PLACE	(318) 865-1422, FAX 865-4566
SHREVEPORT	MCADOO HOTEL	1002 TEXAS AVE	(318) 425-1403, FAX 227-0035
SHREVEPORT	MERCY CENTER	CONFIDENTIAL	(318) 221-8219, FAX 425-2787
SHREVEPORT	PROJECT REACH	1101 HIGHLAND AVENUE	(318) 865-1422, FAX 865-4566
SHREVEPORT	PROVIDENCE HOUSE HOMELESS FAMILY SHELTER	814 COTTON ST.	(318) 221-7887, FAX 221-7881
SHREVEPORT	SHREVEPORT-BOSSIER RESCUE MISSION	2033 TEXAS ST.	(318) 227-2868
SHREVEPORT	S.T.E.P.S.	525 CROCKETT ST.	(318) 222-1289, FAX 1205
SHREVEPORT	THE SALVATION ARMY CENTER OF HOPE	1306 CORNWELL	(318) 424-3200 X21, FAX 424-7221
SHREVEPORT	TRANSITIONS	CONFIDENTIAL	(318) 865-1422, FAX 865-4566
SHREVEPORT	YWCA FAMILY VIOLENCE PROGRAM	710 TRAVIS ST.	(318) 222-2117, FAX 429-4665
SLIDELL	SAFE HARBOR	CONFIDENTIAL	(985) 781-4856, FAX 781-4858
SLIDELL	THE CARING CENTER OF SLIDELL	1020 STADIUM DRIVE	(504) 646-1368
ST. MARTINVLE	NEW START CENTER	CONFIDENTIAL	(337) 394-8559, FAX 394-7861
THIBODAUX	CHEZ HOPE	CONFIDENTIAL	(985) 449-1301, FAX 449-0521
VINTON	CITY OF REFUGE	5899 HIGHWAY 3112	(337) 589-4407, 589-6404
WINNSBORO	UNITED MINISTERIAL ALLIANCE HOMLESS SHELTER	CONFIDENTIAL	(318) 435-3148
WINNSBORO	YWCA - REACHOUT - TRANSITIONAL HOUSING	SCATTERED SITES	(318) 412-0226, FAX 412-0226

# **SOUP KITCHENS IN LOUISIANA** **LOCATIONS, PHONE NUMBERS, AND SERVICE TIMES**

SITE CITY	FACILITY	LOCATION	PHONE	SERVICE DAYS	SERVICE TIMES
Abbeville	Christians in Action Soup Kitchen	507 Bailey St.	(337) 898-1830	M,W,F	11:00 a.m. - 1:00 p.m.
Alexandria	Manna House	2655 Lee	(318) 445-9053	7	11:30 a.m. - 1:15p.m.
Alexandria	The Salvation Army	620 Beauregard St.	(318) 442-0455	7	7:00 a.m. - 4:30 p.m.
Baton Rouge	Center for Christian Unity	3006 Fuqua St.	(225) 383-9789	M,W,F	3:00 p.m. - 5:00 p.m.
Baton Rouge	Holy Grill	Mt. Carmel Bapt. C./1414 Sora St.	(225) 775-7372	M - F	12:00 noon - 1:00 p.m.
Baton Rouge	Missionaries of Charities	737 East Blvd.	(225) 383-8367	M,T,W,F,S	9:45 a.m. – 10:30 a.m.
Baton Rouge	S. Gilchrist Quality of Life Center	1356 South Blvd.	(225) 344-6931	Sat.	10:00 a.m. – 1:00 p.m.
Baton Rouge	St. Vincent DePaul Dining Room	220 St. Vincent de Paul Place	(225) 383-7439	7	11:30 a.m. - 1:00 p.m.
Clinton	Woodlawn Community Center	10600 Rouchon Lane	(225) 683-3110	M,T,Th,F	12:00 noon - 1:00 p.m.
Houma	Bunk House Shelter	8424 Main Street	(985) 876-9976	7	6:30 p.m. – 7:00 p.m.
Lafayette	St. Joseph's Diner	403 W. Simcoe	(337) 232-8434	7	11:30 a.m. - 12:30 p.m.
Lake Charles	Abraham's Tent	2300 Fruge St.	(337) 439-9330	7	11:30 a.m. - 12:30 p.m.
Lake Charles	Daily Bread Refuge Mission	604 Boston St.	(337) 433-7026	M - F	12:00 noon - 2:00 p.m.
Lake Charles	Lord's Place	126 Kirkman St.	(337) 494-6277	M - F	5:00 p.m. - 6:00 p.m.
Monroe	Salvation Army Food Line	105 Hart St.	(318) 325-1755	M - F	12:00 noon - 1:00 p.m.
New Iberia	St. Francis Diner	1200 Hopkins St. (at Daigre)	(337) 369-3362	M-F	11:30 a.m. - 12:30 p.m.
New Orleans	Feed the Hungry	1528 Oretha Castle Haley Blvd.	(504) 524-2959	Sat.	7:00 a.m. – 8:00 a.m.
New Orleans	Loaves and Fishes Feeding Ministry	1222 N. Dorgenois St.	(504) 821-0529	M, T	12 noon
New Orleans	New Orleans Mission	1130 Oretha C. Haley Blvd.	(504) 523-2116	7	6:00am/12noon,6:30pm.
New Orleans	New Orleans Revival Center Church	2218 St. Thomas St.	(504) 525-1125	M – F	12 noon – 1:00 p.m.
New Orleans	Ozanam Inn	843 Camp St.	(504) 523-1184	7	6:00 a.m., 2 p.m., 6 p.m.
New Orleans	Sixth Baptist Church	928 Felicity St.	(504) 525-3408	M	12 noon – 12:30 pm.
New Orleans	St. Joseph Church	1802 Tulane Avenue	(504) 522-3186	M – F/ Sa.	1:30 p.m./11:30 a.m.
Rayville	Our Father's Arms	1084 Hwy. 137 N.		M – F	600 p.m. – 7:00 p.m.
Shreveport	Hospitality House	1200 Sprague St.	(318) 222-0809	M-F /Sa,Su	9:30am, 2 pm /noon
Shreveport	Salvation Army	1306 Cornwell	(318) 424-3200	7	5:30 p.m.
Shreveport	Shreveport Bossier Rescue Mission	2033 Texas Ave.	(318) 227-2868	7	5:00p.m./4:00pm on Sun
Vinton	A City of Refuge	5899 HWY 3112	(337) 589-4407	7	7 a.m., noon, 5:00 p.m.

REGIONAL CONTINUUM OF CARE  
RESOURCE COLLABORATIVES FOR THE HOMELESS

Region #		Region #	
I	<b>UNITY for the Homeless</b> 2475 Canal Street Suite 300 New Orleans, LA 70119 Phone: (504) 821-4496 FAX: (504) 821-4704 Contact: Martha J. Kegel, Exec. Director	VI	<b>Central Louisiana Coalition to End Homelessness</b> c/o Cenla Area Agency on Aging P. O. Box 13027 Alexandria, LA 71315-3027 Phone: (318) 487-0010 x2259 FAX: (318) 483-5131 Contact: Kristin Duke, Chair
II	<b>Capital Area Alliance for the Homeless</b> c/o O'Brien House 1220 Main Street Baton Rouge, LA 70802 Phone: (225) 344-6345 FAX: (225) 344-0119 Contact: Katherine Martin, Chair	VII	<b>Northwest Louisiana Homeless, Housing and Service Development Corporation</b> P. O. Box 1703 Shreveport, LA 71106 Phone: (318) 424-6040 FAX: (318) 424-6121 Contact: Dock Voorhies Alternate Contact: Bonnie Moore, VA Med. Ctr. Phone: (318) 673-5945
III	<b>Lafourche, Terrebonne Assumption Homeless Partnership</b> c/o Gulf Coast Teaching Family Services 154 North Hollywood Houma, LA 70364 Phone: (985) 851-4488 FAX: (985) 872-0985 Contact: Kim Adams	VIII	<b>Northeast Louisiana Housing and Support Services Corporation</b> c/o YWCA of Northeast Louisiana 1515 Jackson St. Monroe, LA 71203 Phone: (318) 651-9314 FAX: (318) 323-1361 Contact: Judy Bell
IV	<b>ARCH</b> <b>The Acadiana Regional Coalition on Homelessness &amp; Housing, Inc.</b> P. O. Box 3936 Lafayette, LA 70506 Phone: (337) 234-5715 FAX: (337) 234-4466 Contact: Eric Gammons, President Alternate Contact: Patsy Williams Phone: (337) 236-6862	IX	<b>Northlake Continuum of Care Coalition</b> [Livingston, St. Helena, St. Tammany, Tangipahoa, and Washington Parishes] Contact: Marlene Hanks 71 Hollycrest Lane Covington, LA 70433 Phone: (985) 898-6342 FAX: (985) 898-6342(call first)
V	<b>Southwestern Louisiana Homeless Coalition, Inc.</b> P. O. Box 3052 Lake Charles, LA 70602 Contact: Linda Banks Phone: (337) 433-6282 FAX: (337) 433-0093 Alternate Contact: Chris Stewart Nepenthe House Phone: (337) 430-0888 FAX: (337) 430-0910	X	<b>Alliance for the Homeless - River Parishes</b> [Jefferson, St. Charles, St. John, St. James Parishes] c/o Jefferson Parish Human Services Authority 3101 West Napoleon Avenue Metairie, LA 70001 Phone: (504) 838-5700 FAX: (504) 838-5218 Contact: Ted Stewart, Chair

## HOMELESS DAY SHELTERS/CASE MANAGEMENT/HEALTH CARE AGENCIES

### **The New Orleans Mission**

1130 Oretha C. Haley Blvd. (Dryades St.)  
P. O. Box 56565  
New Orleans, LA 70156-6565 (504) 523-2116

### **Multi-Service Center for the Homeless**

2801 Earhart Blvd.  
New Orleans, LA 70113 (504) 558-0222

### **Lindy=s Place, Inc.** Women=s Day Center

2407 Baronne Street  
New Orleans, LA 70113  
Sister Lillian Pawlik (504) 269-0184

### **Health Care for the Homeless**

914 Union Street  
New Orleans, LA 70112  
Kathleen W. McCaffery, Director (504) 528-3750

### **Travelers Aid Society of Greater New Orleans**

846 Baronne St.  
New Orleans, LA 70113  
Karen Martin, Exec. Director (504) 525-8726

### **The Drop In Center** (for mentally ill homeless)

Volunteers of America of Greater Baton Rouge  
2600 Florida Boulevard  
Baton Rouge, LA 70802  
Curtis R. Mack, Sr., Director (225) 346-8182

### **The Well**

Acadiana Outreach Center  
110 Olivier St (PO Box 2747)  
Lafayette, LA 70502  
Valerie Keller, Executive Director (318) 237-7618

### **The Well of North La. Day Shelter**

727 Milam  
Shreveport, LA 71101  
Mike Kennedy, Prog. Admin. (318) 425-8764

### **Centerpoint** (Case Management)

1002 Texas Avenue  
Shreveport, LA 71101  
(318) 227-2100  
Website:<http://www.centerpt.org>

## INFORMATION AND REFERRAL HOTLINES - STATE OF LOUISIANA

Alexandria and Central La. **First Call (318) 443-2255**

Baton Rouge and Capital Region **United Way Info Line (877) 923-2114 Toll Free**

Lafayette and Acadiana **SW La. Education & Referral Center (318) 232-4357**  
**Lafayette Volunteer Center (318) 233-1006**

Lake Charles Region **HELP Line (337) 436-6633**

Volunteer Center CRIR (Community Resources Information & Referral) **310-INFO (337) 310-4636**

Monroe Region **First Call for Help (318) 322-0400**  
**Main Line (318) 387-5683**

New Orleans Metropolitan Area **New Orleans Volunteer Information Service (504) 895-5550**  
**Homeless Hotline (800) 749-2673, Cope Line (504) 523-2673**

Shreveport Region **Centerpoint (318) 227-2100**  
website:<http://www.centerpt.org>

## TOLL FREE NUMBERS - INFORMATION & REFERRAL:

**AIDS Hotline (800) 342-2437**

**Cocaine Abuse Hotline (800) 262-2463**

**Disabilities Information Access Line (DIAL) (800) 922-3425; (800) 256-1633 TDD**

**Domestic Violence - National Hotline (800) 799-7233; (800) 787-3224 TDD**

**Food Stamps Information (800) 221-5689**

**Homeless Hotline - La. Dept. of Education (800) 259-8826**

**Literacy Hotline (800) 227-3424**

**Prenatal Care Access Information (800) 251-2229 (BABY)**

**Protective Services - Disabled Adults (800) 898-4910**

**Runaway Hotline (800) 231-6946**

**Sexually Transmitted Disease Hotline (800) 227-8922**

**Social Security/Supplemental Security Income (SSI) (800) 772-1213**

**Veterans Assistance (800) 827-1000; (800) 829-4833 TDD**



